



Food and Agriculture Organization of the United Nations

## Vacancy Announcement No: IRC3935

Issued on: **28 February 2017**

Deadline For Application: **28 March 2017**

<b>Position Title:</b>	<b>Liaison Officer</b>	<b>Grade Level:</b>	P-4
		<b>Duty Station:</b>	New York, USA
<b>Organizational Unit:</b>	<b>Liaison Office with the United Nations</b>	<b>Duration *:</b>	Fixed term: two years with possibility of extension.
		<b>Post Number:</b>	0416274
		<b>CCOG Code:</b>	1A10

The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments

**Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.**

**Persons with disabilities are equally encouraged to apply.**

**All applications will be treated with the strictest confidence.**

**The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.**

### Organizational Setting

The Liaison Office with the United Nations in New York (LON) leads the development and implementation of FAO's policies and decisions concerning enhanced FAO cooperation and partnerships with the UN system and with other international organizations and institutions located in New York.

The Liaison Office with the United Nations in New York (LON) advises and assists in the development and implementation of FAO policies and decisions concerning enhanced FAO cooperation and partnerships with the United Nations system, including in the inter-agency mechanisms such as the CEB, HLCP and UNDG and with other international organizations, non-state actors and institutions located in New York. It also engages in dialogue with member states providing assistance and support in their discussions at different UN fora on matters related to the mandate of FAO. The Office promotes, advocates and raises awareness towards the implementation of the 2030 Agenda for Sustainable Development and the achievement of the SDGs, in particular Goal n.2.

It also has the responsibility to establish regular contacts with the following countries that do not have a Permanent Representation in Rome through their Missions in New York: Kiribati, Marshall Islands, Micronesia, Nauru and Palau.

### Reporting Lines

The Liaison Officer reports to the Director, Liaison Office

### Technical Focus

The development and implementation of FAO's policies and decisions concerning enhanced FAO cooperation and partnerships with the UN system and with other international organizations and institutions located in New York.

### Key Results

Provide strategic policy and political analytical support to the Director, LON

### Key Functions

- Builds network of collaboration with governmental and organizational counterparts to facilitate programme coordination and promotion;
- Monitors and identifies critical programme issues where FAO inputs/involvement is needed, organize information flows from external collaborators to programme units;
- Identifies opportunities for FAO to project organizational capacities and priorities into agendas and activities at the UN Common System level and with counterparts; assesses FAO participation in interagency forums, identifies areas to improve effectiveness of FAO communication strategies and approaches;
- Builds awareness within FAO of the perspective and priorities of collaborators, assists FAO programme unit with networking with external counterparts;
- Promotes FAO positions and capacities in collaborative activities with external counterparts;
- Represents FAO in receiving visitors and facilitates replies to institutional and public inquiries on subjects falling within the competence of FAO;
- Facilitates mobilization of resources for partnerships in support of agriculture and food security to support countries of mutual interest;
- Carries out programming, budgetary and administrative work in support of the Office activities;
- Performs other duties as required.

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in Agriculture, Social or Political Sciences, Economics, Public Administration, International Relations or a related field relevant to the work of the Organization
- Seven years of relevant experience in development work and /or designing and managing projects, interacting with social partners and with governments, international organisations, research institutions, civil society and the private sector
- Working knowledge of English and limited knowledge of one of the other official languages of the Organization (Arabic, Chinese, French, Russian or Spanish)

### Competencies

- Results Focus
- Team Work
- Communication
- Building effective relationships
- Knowledge Sharing and Continuous Improvement

### Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is desirable
- Extent and relevance of experience in a field relevant to the work of the Organization and development work and/or designing and managing projects, interacting with social partners and with governments, international organisations, research institutions, civil society and the private sector
- Depth of knowledge of FAO's programmes and priorities is considered a strong asset
- Extent and relevance of experience in policy development, policy coordination and project planning

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Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

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### ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills
- Your application will be screened based on the information provided in your iRecruitment online profile (see “How to Apply”). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list
- Other similar positions may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years
- Candidates may be requested to provide performance assessments

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### REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: [http://www.un.org/Depts/OHRM/salaries\\_allowances/salary.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm)

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### HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/iRecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: [iRecruitment@fao.org](mailto:iRecruitment@fao.org)

**FAO IS A NON-SMOKING ENVIRONMENT**