



Food and Agriculture Organization of the United Nations

## Vacancy Announcement No.: IRC3947

Issued on: **14 March 2017**

Deadline For Application: **4 April 2017**

<b>Position Title:</b>	Programme Officer Operations	<b>Grade Level:</b>	P-2
<b>Organizational Unit:</b>	Fish Code, FIDF Fisheries and Aquaculture Department, FI	<b>Duty Station:</b>	Italy, Rome
		<b>Duration *:</b>	Fixed Term: 1 year
		<b>Post Number:</b>	2006298
		<b>CCOG Code:</b>	1A11

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 FISHCODE Project Cycle Management Unit serves as the principal instrument for project cycle management in the Fisheries and Aquaculture Department of FAO. It promotes and supports the implementation of the Code of Conduct for Responsible Fisheries and streamline the Organization's Blue Growth Initiative (BGI) in actions aimed at food security, poverty alleviation and sustainable management of living aquatic resources into national fisheries policy.

### Reporting Lines

The Programme Officer reports to the FISHCODE Manager.

### Technical Focus

Project cycle management, cash-based transfer projects, operational modality and procedures, risk management, capacity development, resource mobilization and human resource management.

### Key Results

Comprehensive administrative and operational support to field programme development and management that is funded primarily by extra-budgetary resources for fisheries and aquaculture projects and programmes.

### Key Functions

- Supports the development/ formulation, funding, and implementation of projects (in particular, those having a Global and Inter-Regional scope and coverage) ensuring they are operationally viable and meet the Organization's policy standards and best practices and requirements of participants, with adequate inputs from FI and other technical departments, and in appropriate consultation with the donor community and the Technical Cooperation Department (TC) and strategic programme teams (DDP);
- Provides effective support to the implementation of Fisheries and Aquaculture projects at all stages, including coordination of logistical and administrative arrangements, monitoring of project resources/implementation progress and addressing outstanding operational problems; advise and/or brief technical officers on operational aspects;
- Supports the organization and appropriate functioning of relevant Project Task Force and Project Steering Committee meetings, including for the development and updating of work plans during implementation phases;
- Monitors delivery and budget allocations and support the drafting of annual project work plans, related budgets and budget revisions/adjustments, as well as periodic progress and terminal reports for review by those units having technical, financial and operational responsibility, for in submission to TC and donors, as appropriate;
- Ensures timely authorizations for processing and distribution of progress reports and other documents as required, as prepared and cleared by the LTUs, for submission to donors and other parties.

### Specific Functions

- Supports the Department with advanced experience of FAO /UN Project Cycle Management and project financial management to support the development of FAO's technical assistance in the area of fisheries and aquaculture, at national, regional and global levels, and allow better response to resource mobilization opportunities;
- Contributes developed technical systems (MIS) use and knowledge to allow timely reporting to donors and control of project issues such as over/under expenditures, correct accounting of expenditures and respect of

- scheduled tasks;
- Assists the FISHCODE Manager in applying an increased strategic focus of Departmental activities, in line with the Organization's strategic framework and its Blue Growth Initiative, and based on the principles of the Code of Conduct for Responsible Fisheries.

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in accounting, finance, business administration or a related field of the Organization;
- Three years of relevant experience in finance, accounting and/or business analysis, with focus on large international projects;
- Working knowledge of English, French or Spanish and a limited knowledge of one of the other two or Arabic, Chinese, Russian.

### Competencies

- Results Focus
- Teamwork
- 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 finance, business analysis and accounting within a computerized accounting environment in a large international organization;
- Extent and relevance of knowledge and experience in analysing, evaluating and providing competent advice in regards to financial actions, human resource processing, project cycle management and innovative solutions to complex operational problems.

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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 at the same level 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)

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