



Food and Agriculture Organization of the United Nations

## Vacancy Announcement No: IRC4202

**Issued on:** 9 June 2017

**Deadline For Application:** 23 June 2017

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<b>Position Title:</b>	Technical Officer (Standard Setting)	<b>Grade Level:</b>	P-2
		<b>Duty Station:</b>	Italy, Rome
<b>Organizational Unit:</b>	Secretariat of the International Plant Protection Convention (IPPC)	<b>Duration *:</b>	Fixed term: 1 year (with possibility of extension)
		<b>Post Number:</b>	2006130
		<b>CCOG Code:</b>	1R

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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.**

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### Organizational Setting

The Secretariat of the International Plant Protection Convention (IPPC) is responsible for facilitating the development and implementation of International Standards for Phytosanitary Measures (ISPMs) on a global level to protect the world's plant resources from pests.

### Reporting Lines

The Technical Officer (Standards Setting) reports to the Standards Officer, AGDI.

### Technical Focus

Facilitates the development, proofreading and dissemination of ISPMs.

### Key Results

Efficient contribution to the issuance of ISPMs.

### Key Functions

- Collects and analyses relevant technical, social, economic, environmental, institutional and technology related information, data and/or statistics to support the delivery of programmes projects, products and services
- Participates in the development of improved work methods, tools and systems.
- Updates databases and web pages.
- Participates on multi-disciplinary project/work teams.
- Collaborates in the development of training tools and materials and the organization of workshops/seminars etc.
- Participates in the organization, conduct and follow-up of meetings, consultations and conferences, the development/production of required materials and the provision of information and assistance to partners.

### Specific Functions

- Undertakes analysis, provides technical input for plans and reports and proofreads/revises technical documents and/or publications
- Acts as report writer to standard setting and governance meetings as needed
- Contributes to the proofreading and publishing of ISPMs and Commission on Phytosanitary Measures (CPM) Recommendations in the six FAO languages
- Facilitates post-adoption reviews of translations via the language review group (LRG) process
- Provides support for policy coordination and evaluation functions, including the review and analysis of issues and trends related to editing, publishing, phytosanitary terminology and linguistic preferences.
- Facilitates the work of the Technical Panel for the Glossary
- Provides advice on the use of glossary terms and helps ensure consistent wording is used in ISPMs and CPM recommendations
- Implements the quality management strategy and is responsible for facilitating the development and review of quality management tools such as procedure manuals, the IPPC style guide, templates and standard operating procedures

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in business administration or public management, development or agriculture economics, biological sciences or field relevant to the work of the Organization.
- Three years of relevant experience in setting standards
- Working knowledge of English and limited knowledge of another official language (Arabic, Chinese, French , Russian or Spanish).

### Competencies

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

### Technical/Functional Skills

- Extent and relevance of experience in facilitating the development and publication of standards preferably in a multi-lingual and international environment
- Extent and relevance of experience in publishing technical documents in several languages
- Extent and relevance of experience in reviewing, analysing and editing technical documents and manuscripts prepared by several contributors
- Knowledge of the phytosanitary field and its terminology, specifically linguistic preferences is considered a strong asset
- Excellent editing skills in English
- Work experience in more than one location or area of work, particularly in field positions is desirable

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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/i-recruitment-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**