



Food and Agriculture Organization of the United Nations

## Vacancy Announcement No: IRC4208

Issued on: 26 May 2017

Deadline For Application: 16 June 2017

<b>Position Title:</b>	Programme Officer (Coordination)	<b>Grade Level:</b>	P-4
		<b>Duty Station:</b>	Italy, Rome
<b>Organizational Unit:</b>	Office of Assistant Director-General, AGDDD	<b>Duration *:</b>	Fixed term: 2 years (with possibility of extension)
		<b>Post Number:</b>	1015885
		<b>CCOG Code:</b>	1A02

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 Agriculture and Consumer Protection Department (AG) is responsible for a significant body of FAO's technical work, addressing plant production and protection, livestock production and health, nuclear applications in agriculture, food safety, and standard setting activities.

### Reporting Lines

The Programme Officer reports to the Assistant-Director General, AG and works in close collaboration with AG senior management.

### Technical Focus

Effective leadership in the planning and management of budgetary, programming, staffing and administrative support, and related policies, services and advice to support the management and delivery of the AG Department.

### Key Results

Develops, implements, evaluates, effective leadership and management of major projects and teams

### Key Functions

- Develops, implements and evaluates assigned programmes/projects, etc.; in coordination with Strategic Team Leaders monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and initiates corrective actions; liaises with relevant parties; ensures follow-up actions;
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.);
- Performs consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change;
- Researches, analyzes and presents information gathered from diverse sources;
- Coordinates policy development, including the review and analysis of issues and trends, preparation of impact evaluation or equivalent studies, etc.;
- Generates survey initiatives; reviews, analyzes and interprets responses, identify problems/issues and prepares conclusions;
- Organizes and prepares written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.;
- Provides substantive backstopping to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.;
- Initiates and coordinates outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities;

### Specific Functions

- Provides advice and support to the ADG, senior officers and staff on the full range of budgeting, programming, staffing, and administrative issues;
- Maintains liaison with other units of the Organization and with other organizations in order to ensure consideration of concerns and the resolution of issues related to the Department's areas of responsibility, and to promote coordinated action in the programme of work and budget;

- Coordinates the planning of human resources management; support the recruitment of officers; monitor and control posts, vacancies and non-staff human resources to ensure achievement of departmental programme and management objectives;
- Manages administrative support at the departmental level, including, where applicable, formulation of departmental procedures, coordination of audit issues, consolidation and review of the departmental travel schedules, oversight of records function, and management of office space.
- Supports project management in the department and act as budget holder for selected trust fund projects, in particular for those supporting the High Level Panel of Experts on Food Security and the GEF fee accounts.
- Ensures support to the FAO/IAEA Joint Division (AGE) located in Vienna.

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in business administration or public administration, or a field related to the work of the Organization.
- Seven years of relevant experience in an international organization context, as well as experience in the management of large programmes or projects.
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian

### 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 the field of administration, human resources, finance and management
- Extent and relevance of experience in the management of and administrative support to complex technical programmes
- Extent of knowledge of planning and budgetary processes and associated tools
- Understanding of FAO policies and programmes, or similar organizational context, is considered a strong asset

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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*.

## 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)

**FAO IS A NON-SMOKING ENVIRONMENT**

