



Food and Agriculture Organization of the United Nations

## Vacancy Announcement No.: IRC4322

Issued on: 2 August 2017

Deadline For Application: 23 August 2017

<b>Position Title:</b>	Programme Officer	<b>Grade Level:</b>	P-2
		<b>Duty Station:</b>	Italy, Rome
<b>Organizational Unit:</b>	Office of Director, ESTDD	<b>Duration *:</b>	Fixed term: 2 years (with possibility of extension)
		<b>Post Number:</b>	2006386
		<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 Trade and Markets Division monitors and analyses trends in international, regional and national agricultural commodity markets, collecting and disseminating comprehensive market and policy information concerning the major traded commodities and those important to food security. It also undertakes forward looking outlook studies. The Division analyses global issues that affect agricultural trade, including policy analysis of trade measures and agreements, and provides technical support and capacity building to member states in all these areas. Through its Global Information and Early Warning Service, the Division is also responsible for FAO's early warnings on food shortfalls. The Division houses the secretariats of the Committee on Commodity Problems (CCP), nine Intergovernmental Commodity Groups (IGGs) and the Agricultural Market Information System (AMIS).

### Reporting Lines

The Programme Officer reports to the Director, Trade and Markets Division.

### Key Results

Develop, implement, monitor and evaluate assigned programme/projects.

### Key Functions

- Carries out basic research on selected aspects of programmes, operations and other activities, etc., to include collecting, analyzing and presenting statistical data and other information gathered from diverse sources;
- Provides substantive support for policy coordination and evaluation functions, including the review and analysis of emerging development issues and trends, participation in impact evaluation or equivalent studies, etc.;
- Participates in survey initiatives; issues data collection tools, reviews, analyzes and interprets responses, identifies problems/issues and prepares preliminary conclusions;
- Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.;
- Undertakes outreach activities; participates in the development of training workshops, seminars, etc.; participates in and makes presentations on assigned topics/activities;
- Participates in field missions, including provision of substantive and administrative support, data collection, etc.;
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/reports (pledging, work programme, programme budget, etc.).

### Specific Functions

- Assists in the preparation of the Division's Work Plan, prepare Programme of Work and Budget (PWB) documents and reports, facilitate interactions with other Divisions on joint Organizational Outputs, and coordinate the compilation, analysis and monitoring of the Division's results-based outputs in Programme Planning, Implementation Reporting and Evaluation Support System (PIRES)
- Develops and implements budgetary monitoring tools and processes to facilitate financial management and planning and provide assistance to budget holders in the preparation of Periodic Budgetary Reports for submission to the Office of Strategy, Planning and Resources Management (OSP);
- Liaises with the Management Team and project task forces in work-planning exercises to inform appropriate budget planning and enhance implementation of activities;
- Analyses administrative and financial data to inform Programme management decision-making;
- Liaises with and support programme budget holders for effective budget planning, monitoring, revision and consistency with the overall Programme budget;

- Liaises with the Management Team, SPLs and project task forces in work-planning exercises to inform appropriate budget planning and ensure adherence with the Organizational Strategic Framework
- Provides support in the application and use of FAO's financial regulations, procedures and systems;
- Liaises closely with CS on financial and administrative procedures to ensure compliance within the Programme;
- Liaises closely with TCSR concerning interactions with the donor on budget revisions and to ensure compliance with FAO's financial and administrative procedures;
- Perform other related duties as required.

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in business administration or public administration, social science, political science or a related field
- Three years of relevant experience in project or programme management, administration or related area
- Working knowledge of English, French or Spanish and 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 the field of administration, programme/project formulation, analysis, planning and implementation or communication
- Extent of knowledge of planning and budgetary processes and associated tools
- Understanding of FAO policies and programmes 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*.

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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)

**FAO IS A NON-SMOKING ENVIRONMENT**