



Food and Agriculture Organization of the United Nations

## Vacancy Announcement No.: IRC4388

Issued on: 15 August 2017

Deadline For Application: 5 September 2017

<b>Position Title:</b>	Programme Officer	<b>Grade Level:</b>	P-4
		<b>Duty Station:</b>	Italy, Rome
<b>Organizational Unit:</b>	Office of Director, ESADD	<b>Duration *:</b>	Fixed term: 1 year (with possibility of extension)
		<b>Post Number:</b>	2006454
		<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 Agricultural Development Economics Division (ESA) conducts economic research and policy analysis related to all five of the Organization's strategic objectives (food security, sustainable agriculture, poverty reduction, inclusive food systems and resilient livelihoods); ESA provides evidence-based analytical support to national, regional and global policy processes and initiatives related to food security and sustainable agriculture; and leads large programmes at country level on food security information and analysis in support of national policies.

Within the broader collaboration, FAO and the European Union have developed two partnership programmes aimed at strengthening the enabling environment for food security and nutrition interventions, and improving the availability of timely quality data in support of decision-making processes.

'Food and Nutrition Security Impact, Resilience, Sustainability and Transformation' (FIRST) is an FAO and European Union partnership programme with the purpose of providing a policy assistance mechanism for improved food security and nutrition and sustainable agriculture. FIRST was designed to strengthen the enabling environment for food security and nutrition and sustainable agriculture in a number of selected priority countries. FIRST is embedded within FAO's programme management and coordination structure, contributing directly to the food security, nutrition and sustainable agriculture policy and governance related results envisioned under FAO Strategic Programme 1 and 2.

'Information for Nutrition Food Security and Resilience for Decision-Making' (INFORMED) is one of the main mechanisms supporting FAO's work on food security and resilience information systems, under FAO's Strategic Programme 5. The programme supports national governments as well as regional institutions (CILSS, IGAD), through the provision of technical analytical and capacity development support in the areas of resilience and food and nutrition security measurement and analysis.

### Reporting Lines

The Programme Officer reports to the INFORMED Programme Coordinator, under the overall guidance of the Director, ESA, and the FIRST Senior Technical Adviser

### Technical Focus

Food Security and Nutrition, Sustainable Agriculture and Resilience.

### Key Results

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

### Key Functions

- Develops, implements and evaluates assigned programmes/projects, etc.; monitors and analyses 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;
- 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, analyses 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, analyses 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;
- Leads and/or participates in large, complex field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.;
- 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.).

### Specific Functions

- Performs budget holder functions, overseeing financial transactions and liaising closely with all relevant internal and external stakeholders, ensuring compliance with FAO corporate policies as well as donor requirements and regulations;
- Provides oversight and overall guidance to the operational support function at the programme level (procurement actions, coordination of human resource planning and management, compliance with financial and administrative regulations);
- Supports programme coordination and technical activities in particular with respect to linking evidence-based information to policy and decision-making processes;
- Ensures the sound operational and financial management of programme activities.

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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
- Seven 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
- 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 programme/project formulation, analysis, planning and implementation
- 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**