



Food and Agriculture Organization of the United Nations

Vacancy Announcement No: IRC4517

Issued on: 6 September 2017

Deadline For Application: 27 September 2017

Position Title:	Programme Associate	Grade Level:	G-6
		Duty Station:	Turkey, Ankara
Organizational Unit:	Programme Policy Coordination, SECDD	Duration *:	Fixed term: 1 year (with possibility of extension)
		Post Number:	2005472
		CCOG Code:	2102b

The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments

Organizational Setting

FAO's Subregional Office for Central Asia (SEC) is responsible for developing, promoting, overseeing and implementing agreed strategies for addressing subregional food, agriculture and rural development priorities. It develops and maintains relations with subregion-wide institutions including Regional Economic Integration Organizations (REIOs). The Subregional Office is a subsidiary of FAO's Regional Office for Europe and Central Asia.

The post is located in the Subregional Office for Central Asia and in this office reports to the Head of Field Program Unit (SEC FPU).

Main Purpose

The Programme Associate plays a lead role in the coordination of programme/projects support services for the Office. He/she performs a broad range of programme, planning and budgeting activities requiring in-depth analysis and interpretation of relevant policies, procedures and practices. The incumbent provides procedural guidance to managers and staff in the department or location.

Supervision Received/Exercised

The Programme Associate reports to the Head of Field Programme Unit. Work is performed autonomously, showing a high degree of initiative and independent judgment. Supervision received is focused on facilitating service delivery. The incumbent provides guidance and training to project/programme support staff in the office. Work is performed autonomously, showing a high degree of initiative and independent judgment. Supervision received is focused on facilitating service delivery. The incumbent provides guidance and training to programme support staff in the office.

Working Relationships

The Programme Associate maintains a wide range of contacts with managers, staff and stakeholders inside and outside the office. The incumbent collaborates closely with colleagues in other offices, departments and the corporate services, ensuring the quality and consistency of programme/projects support services.

Key Functions/Results

- Coordinate the preparation, submission, revision and follow-up of the Departmental Programme of Work and Budget, and the monitoring and provision of information on the implementation of the PWB;
- Coordinate, review and analyse the Office Periodic Budgetary Reports for final submission to the Office of Strategic Planning;
- Assemble and synthesize data from corporate and office databases to facilitate the analysis of programmes, projects or activities, and to draft periodic or ad hoc management reports;
- Monitor office projects and ensure the maintenance and retrieval of programming reference material, documentation, data and information;
- Consolidate and monitor various reports on the Office human resources planning and expenditures, the use of non-staff resources, the Office communication and publishing plans, IT plans, and travel schedules;
- Screen incoming correspondence to identify issues requiring further attention and draft related correspondence;
- Support knowledge building and knowledge sharing across the Office through training of staff and briefing of budget holders on administrative/budgetary/planning/programming/financial procedures and processes;
- Review current processes and make recommendations to improve programme/projects administration procedures;
- Perform other functions as required.

Impact Of Work

The incumbent's work impacts directly on the smooth and efficient operations of the programme/ project activities of the department. He/she plays a lead role in the coordination and provision of the programme support services for the successful achievement of the

department/office's mandate.

He/she plays a pro-active role in the successful achievement of the department's mandate.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

Education: Secondary School Education

Experience: Five years of experience in administrative/ financial/ planning/ programming/ budgeting activities for both Regular Programme and Projects

Language: Working knowledge (Level C) of English, French or Spanish and limited knowledge (Level B) of one of the other official languages of the Organization

IT Skills: Good knowledge of the MS Office applications, Internet and office technology equipment

Competencies

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

Technical Skills

- Thorough knowledge of corporate information systems
 - Thorough knowledge of programme and budget processes and procedures
 - Thorough knowledge of the common administrative and financial rules and regulations
 - Thorough knowledge of communication and documentation standards
- Working knowledge of Turkish

Desirable Qualifications And Skills

- Experience in the Organization project implementations and operational support
- Familiarity and knowledge of Global Environment Facility funded activities;
- Working knowledge of English and limited knowledge of Russian

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

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

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

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