



Food and Agriculture Organization of the United Nations

## Vacancy Announcement No: IRC4564

Issued on: 6 September 2017

Deadline For Application: 27 September 2017

<b>Position Title:</b>	Emergency and Rehabilitation Officer	<b>Grade Level:</b>	P-3
		<b>Duty Station:</b>	Italy, Rome
<b>Organizational Unit:</b>	Office of the Director, TCEDD	<b>Duration *:</b>	Fixed term: 1 year (with possibility of extension)
		<b>Post Number:</b>	2006520
		<b>CCOG Code:</b>	1S01

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 Emergency and Rehabilitation Division is responsible for ensuring FAO's efforts to support countries and partners in preparing for and effectively responding to food and agricultural threats and crises. It is responsible for coordinating the development and maintenance of corporate tools and standards to enable Decentralized Offices to assist member countries to prepare for, and respond to emergencies. TCE ensures humanitarian policy coordination and knowledge, liaison with the Inter-Agency Standing Committee as well as with humanitarian resource partners, co-leadership with World Food Programme of the global Food Security Cluster, organizational preparedness, surge capacity and response to large-scale emergencies. TCE supports food and nutrition security assessment and early warning activities related to emergency and humanitarian analysis and responses. TCE plays a major role in the development and leadership of the Organization's programme to increase the resilience of livelihoods to food and agriculture threats and crises (SO5).

### Reporting Lines

The Emergency and Rehabilitation Officer reports to the TCE Response Team Leader, P-5.

### Technical Focus

Support to implementation of FAO's resilience agenda at global, regional, subregional and/or country level.

### Key Results

Research, technical analysis, and project related services to support the delivery of programme projects, products, and services.

### Key Functions

- Researches and analyses technical, food and nutrition security assessments, emergency response, policy related and/or funding/project related data and information to support the delivery of programme projects, products and services;
- Produces various reports, proposals, programme/project documents, position papers, policy briefs, financial/donor reports as well as critical information for inclusion in governing body reports, etc.;
- Participates on project teams, collaborates in project and programme formulation and provides technical and/or administrative support to ongoing operational emergency and recovery projects;
- Liaises with FAO technical Departments as well as other UN Organizations to obtain and/or exchange information regarding food and nutrition security assessments, emergency and recovery activities and other related issues;
- Provides technical/administrative support and promotes best practices to Decentralized Offices;
- Monitors and provides support to resource mobilization activities including corporate appeals, donor macro grants, CERF/SFERA submissions, annual appeals and mid-year reviews, maintains information and prepares related reports;
- Maintains and updates information systems, databases and web pages;
- Performs other duties.

### Specific Functions

- Organizes and handles day-to-day operational activities of FAO emergency and resilience programme, including for L3 emergencies, providing support in all aspects of project cycle management, i.e. project identification, formulation, appraisal and approval, implementation and monitoring, reporting and closure.
- Supports procurement activities including the preparation and updating of detailed procurement plans, preparation of tenders, drafting and review of letters of agreements and contracts to ensure the successful and timely implementation of FAO interventions.
- Designs and maintains regularly updated financial monitoring system of programme portfolio, prepare field budget authorizations, budget revisions, funds transfer requests, arrange for project progress and final financial statements.
- Coordinates actions concerning the completion of projects, timely submission of final reports and statements, and project operational and financial closure.
- Reviews concept notes, project profiles, and programme and project proposals for operational clearance.
- Reviews project progress and final reports to ensure their operational and technical compatibility.

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in subject related to the work of the Organization.
- Five years of relevant experience in public and/or private sectors related to programming, planning and technical cooperation in food and agriculture, including experience in developing countries, especially in countries that are vulnerable to disaster or other emergency risks.
- 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 of relevant experience at international level in formulating policy and programming managing field operations.
- Extent and relevance of experience in identifying and preparing programmes strategies and policy position on humanitarian and transition contexts, at both global and country levels.
- Demonstrated experience in needs assessments, cluster coordination, UN consolidated appeal process and/or emergency operations for Level 3 emergencies.
- Demonstrated experience in rehabilitation and humanitarian policies development, programme formulation and implementation.
- Extent of knowledge of international humanitarian architecture, including agencies, NGOs, and other partners.
- Extent and relevance of experience in response management and surge support coordination.

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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**