



Food and Agriculture Organization of the United Nations

Vacancy Announcement No: IRC4596

Issued on: 9 October 2017
Deadline For Application: 30 October 2017

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| Position Title: | Programme Officer (Programme Coordinator) | Grade Level: P-4 |
| | | Duty Station: Egypt, Cairo |
| Organizational Unit: | Operations Branch, RNERD | Duration *: Fixed term: one year with possibility of extension |
| | | Post Number: 2006528 |
| | | CCOG Code: 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 Regional Office for the Near East and North Africa (RNE) is responsible for leading FAO's response to regional priorities for food security, agriculture and rural development through the identification, planning and implementation of FAO's priority activities in the region. It ensures a multidisciplinary approach to programmes, identifies priority areas of action for the Organization in the region and, in collaboration with departments and divisions at Headquarters, develops, promotes and oversees FAO's strategic response to regional priorities. RNE also advises on the incorporation of regional priorities into the Organization's Programme of Work and Budget and implements approved programmes and projects in the region, monitors the level of programme implementation and draws attention to problems and deficiencies. RNE develops and maintains relations with region-wide institutions including the Regional Economic Integration Organizations (REIOs). The Regional Office supports regional policy dialogue on food security, agriculture and rural development issues, facilitates the emergence of regional partnerships, and supports capacity development and resource mobilization for food security, agriculture and rural development in the region. The post is located in Amman, Jordan.

Reporting Lines

The Programme Officer reports to the Senior Field Programme Officer in RNE.

Technical Focus

Leading FAO's emergency and rehabilitation programme for cross-border operations in support of southern Syria.

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

- Coordinates the implementation of the operational and technical aspects of the cross-border programme for southern Syria in collaboration with the other United Nations agencies (international and national) non-governmental organizations (NGOs) and other actors;
- Liaises and coordinates with FAO Jordan on all operational and administrative matters related to the programme and on any other policy or administrative matters relevant to the host country;
- Ensures that the programme financial management and control procedures are maintained and updated, in accordance with FAO rules and regulations;
- Facilitates fund mobilization and programme development in the region;
- Participates in the FAO "Whole of Syria" (WoS) coordination meetings, contributes to the development of FAO's WoS programmes and leads the planning of FAO cross-border operations for southern Syria in line with the overall priorities of FAOs WoS programme;
- Contributes to and coordinates the preparation of project/programme proposals, plans and reports for southern Syria and ensures technical quality;
- Supervises and coordinates the process for selecting Service Providers (SPs) and drafting Letters of Agreement (LoAs); ensures implementation and delivery of related activities as per agreed LoAs;
- Ensures effective monitoring, analysis and sharing of learning and timely reporting on southern Syria interventions;
- Represents FAO in the Food Security and Livelihoods Cluster meetings for southern Syria and WoS and the Agriculture and Livelihoods sub Working Group (ALsWG); contributes to raising the role of agriculture in food security, supports assessments, facilitates the provision of data and the mobilization of agriculture-related technical capacities;
- Performs any other duties, as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in agriculture, economics, business administration and management, international relations or a related field.
- Seven years of relevant experience in the field of programme implementation and development, both in developing countries and headquarters levels, including conflict and disaster-affected countries.
- Working knowledge of English and limited knowledge of one of the other official languages of the Organization (Arabic, French, Spanish 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 at the international level in field operations in the agriculture sector and emergency relief situations, with particular emphasis on coordination of emergency assistance;
- Demonstrated experience in analysing complex emergency-related cases;
- Familiarity with fundraising, UN interagency cooperation as well as UN/NGO cooperation mechanisms;
- 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.

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 recognized 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 two 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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