



Issued on: 26 SEPTEMBER 2017

Deadline For Application: 10 OCTOBER 2017

**JOB TITLE:** Emergency Reporting Consultant, Category C

**TYPE OF CONTRACT:** Consultant or PSA

**DUTY STATION:** Various duty stations

**ORGANIZATIONAL UNIT:** EMERGENCY AND REHABILITATION DIVISION, TCE  
TECHNICAL COOPERATION DEPARTMENT, TC

**DURATION:** 11 months

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*FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.*

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**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.**

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### 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 Reporting Consultant reports to the Emergency and Rehabilitation Officer.

### Technical Focus

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

### Tasks and responsibilities

The Emergency Reporting Consultant will:

- Write and edit final narrative reports for Trust Fund projects, together with accompanying cover letters and project highlights sheets, in accordance with FAO Reporting and Editorial Guidelines, and take the necessary actions to dispatch them to appropriate addressees.
- Assist in the revision, finalization and timely submission of key resource mobilization documents, e.g. the OFDA Macro Grant Submission, to ensure they meet FAO standards and are aligned with the requirements of major donors.
- Write and edit various other documents in English relevant to the work of FAO in emergencies, including project proposals, brochures, leaflets, situation reports, etc.
- Support the development of new templates relevant to the work of FAO in emergencies and reporting (e.g. situation reports).
- Edit ad hoc content for the FAO in emergencies web site as well as social media accounts.
- Undertake travel, if needed, on short notice, in support of decentralized FAO offices, to provide training and support in reporting processes, methods and skills, and setting up an information system (excel) to ensure monitoring of reports, in particular in countries where FAO has declared a L3 response.

Perform other related duties, as requested.

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced University degree (for Consultants) / University degree (for PSA) in a discipline relevant to the mandate of the Organization;
- Three 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.

### FAO Core 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.
- Depth 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.
- 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.

- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- Incomplete applications will not be considered. If you need help, or have queries, please contact: [iRecruitment@fao.org](mailto:iRecruitment@fao.org)
- Applications received after the closing date will not be accepted.
- Only language proficiency certificates from UN accredited external providers and/or FAO language official examinations (LPE, ILE, LRT) will be accepted as proof of the level of knowledge of languages indicated in the online applications.
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>

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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)

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