



Issued on: 10 October 2017

Deadline For Application: 24 October 2017

JOB TITLE: Financial and Programme Support Specialist

TYPE OF CONTRACT: Consultant

DUTY STATION: Rome - HQ

ORGANIZATIONAL UNIT: Information Technology Division (CIO)

DURATION: Up to 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.*

**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 Information Technology Division (CIO) is responsible for all IT activities within the Organization. CIO performs on behalf of the Organization the following critical roles: defining FAO IT policies and providing strategic advice on IT architecture and standards, governance, policy and operational matters while monitoring organizational compliance; defining the mechanisms for managing FAO's information and data; protecting FAO's information assets and ensuring confidentiality, integrity and availability; ensuring provision of IT services that are core for the Organization's global operations and supporting the information and business processes; coordinating organization-wide IT activities in order to reduce duplication and fragmentation and to increase integration of information data, systems and platforms, mobilizing IT resources from across the Organization.

### Reporting Lines

Under the direct supervision of the Information Technology Officer (IT Strategic Sourcing, Planning & Control group), the consultant will act as Financial and Programme Support Specialist performing the following functions.

### Technical Focus

The incumbent will provide financial and programme support to the operations of the IT Strategic Sourcing, Planning & Control group of the IT Division.

### Tasks and responsibilities

The incumbent will:

- Advise CIO on best practices for IT financial process, policies and procedures
  - Develop monthly financial statements and planning reports, functional to management meetings allowing strategic decisions
  - Implement effective internal control mechanisms to ensure adequate performance of a client-oriented financial management system, monitoring daily financial transactions to be executed in accordance with FAO financial procedures and ensuring proper reflection in organizational accounting system; initiating timely actions for correction
  - Coordinate divisional finances to ensure effective Work Plan and budget performance consistent with FAO rules and procedures;
  - Provide support on best practices for internal financial, planning and control processes, work planning activities and improvement of relevant procedures
  - Record accounts and monitors divisional expenditures, commitments, balance and forecast;
  - and ensuring proper reflection in organizational accounting system; initiating timely actions for correction
  - Liaise with relevant collaborating departments on matters related to payments and financial reports verification
  - Support in handling procurement activities and processes in line with divisional budget;
  - Document the processes above;
  - Contribute to other IT budget & financial planning and related control processes
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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in Economics, Finance, Accounting, Commerce, Business Administration or Public Administration or closely related discipline.
- Working knowledge of English and limited knowledge of one of the following, French, Spanish, Arabic, Chinese, or Russian
- At least 2 years of relevant experience in financial and programme related position

### FAO Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

### Technical/Functional Skills

- Relevant experience in finance and programme related position;
- Prior employment at similar positions in FAO will be an advantage
- Familiarity with organization ERP-system will be an advantage (Oracle, iMIS);
- Working Knowledge of FAO rules and procedures will be an advantage
- Advanced knowledge of Excel spreadsheets

### Selection Criteria

- Additional technical training in budget, accounts or CPA qualification is an advantage

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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 applications will be reviewed and qualified applicants will be contacted for interviews.
- 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/>

### 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**