



## Food and Agriculture Organization of the United Nations

### Vacancy Announcement No: IRC4831

Issued on: 25 October 2017

Deadline For Application: 8 November 2017

<b>Position Title:</b>	Programme Officer (Monitoring And Evaluation)	<b>Grade Level:</b>	P-3
<b>Organizational Unit:</b>	FAO Representation in Malawi, FRMLW	<b>Duty Station:</b>	Malawi, Lilongwe
		<b>Duration *:</b>	Fixed Term: one year (with possibility of extension)
		<b>Post Number:</b>	2006569
		<b>CCOG Code:</b>	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

Through its Country Offices, or FAO Representations, FAO assists governments to develop policies, programmes and projects to address hunger and malnutrition, and provides technical support for the sustainable development of their agricultural, fisheries and forestry sectors and to respond to crises. The activities of the FAO Country Offices include design and implementation of country-tailored field programmes, liaison with local donor representatives and active public awareness-raising and outreach activities related to FAO initiatives such as the World Food Day.

The FAO Representation in Malawi is developing its field programme based on the Country Programming Framework (CPF) that was signed by the Government in 2014. Out of the five key strategic areas of the CPF, two are receiving increasing support that requires an International Programme Officer to lead, manage and implement. These are:

- Support to policy and programmatic action on sustainable natural resources management and climate change in the context of national food security; and
- Support to disaster risk reduction and resilience in the context of reducing hunger and promoting sustainable agricultural development

The post is located in the FAO Representation in Malawi, Lilongwe.

#### Reporting Lines

The Programme Officer reports to the FAO Representative, with technical supervision of the AFIKEPO Chief Technical Adviser. He/she works in close collaboration with the technical team coordinating AFIKEPO, Resilience Pillar Technical Adviser and the Assistant FAO Representative (Programme).

#### Technical Focus

Design and implement a sound Monitoring and Evaluation (M&E) system for major Programmes in Extension and Agriculture, with focus on nutrition and agriculture data analysis.

#### Key Results

Develop, implement, monitor and evaluate assigned programme/projects.

#### Key Functions

- Participates in the development, implementation and evaluation of assigned programmes/projects; monitors and analyses programme/project development and implementation;
- Reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions;
- Assists in policy development, including the review and analysis of issues and trends, preparation of impact evaluation or equivalent studies;
- Prepares various written outputs, e.g. drafts background papers, analysis, sections of reports and studies, inputs to publications,;
- Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities;
- Coordinates activities related to budget and funding (programme/project preparation and submissions, progress reports, financial statements) and prepares related documents/reports (pledging, work programme, programme budget)

**Specific Functions**

- Designs, implements and manages a sound information analysis system that is linked to CPF pillars 3 and 5 along a robust M&E framework in close collaboration with the all involved stakeholders and in full coordination with National M&E systems;
- Supports the data collection efforts and provides guidance on tools and methodologies to be used by field staff and farmers;
- Provides technical guidance to the FAO staff on the design and implementation of large baselines and impact assessments; backstops the implementation of data management systems that support programme implementation and supports nutrition and agriculture statistics analysis related with FAO interventions;
- Supports the design and implementation of a system for M&E of major programmes implemented by the FAO Office in Malawi;
- Facilitates the development of baseline studies, assessments and thematic studies within the scope of FAO Malawi activities related with agriculture and nutrition;
- Develops tools and methodologies for data collection at different levels (community-based, GVH, TA, District and National) to measure the performance of different programmes implemented at the country level;
- Leads the design and implementation of monitoring surveys and case studies relevant for programme implementation and reporting such as sentinel surveys, household surveys, community interviews, key informants, and focus group discussions;
- Assists FAO's government counterparts to plan and organize M&E training programmes, identifying needs for capacity development in assessment, M&E;
- Provides training on data management techniques and M&E methodologies to staff involved in different programme/project activities, particularly in topics related with food security, agriculture and nutrition;
- Fosters smooth technical coordination with M&E focal points of different stakeholders at national level and provide technical support when required;
- Ensures that M&E findings are effectively disseminated to all staff and all relevant stakeholders to ensure fine-tuning of different programme implementation;
- Contributes to periodic reports on the progress of the programme, ensuring timely analysis, reporting and dissemination of programme M&E findings;
- Performs other duties as required.

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**CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING****Minimum Requirements**

- Advanced university degree in agriculture economics, statistics, epidemiology
- Five years of relevant experience in large and complex projects that combines nutrition and/or agriculture large data analysis including proven experience in the field
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, 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 in designing M&E systems, surveys and assessments at country level;
- Extent and relevance of experience in compilation, processing, validation, analysis and evaluation of data related with food security and nutrition;
- Experience designing household surveys and M&E systems is an asset.

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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 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

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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**