



Issued on: 11 October 2017

Deadline For Application: 25 October 2017

**JOB TITLE:** Programming and operational support

**TYPE OF CONTRACT:** Consultant or PSA

**DUTY STATION:** Rome

**ORGANIZATIONAL UNIT:** ESP/SOCIAL POLICIES AND RURAL INSTITUTIONS

**DURATION:** Up to 11 months on a WAE basis

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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 Social Policies and Rural Institutions Division (ESP) coordinates FAO's work on social protection, gender equality, decent rural employment, rural institutions and people's empowerment, and the right to food. It is responsible for working with member countries and other partners to reduce rural poverty through strengthening social protection systems, diversifying rural employment opportunities, reducing gender gaps and other social inequalities in agriculture, strengthening producer organizations, improving the rural poor's access to productive resources and rural services, and achieving the overall goal of realizing the human right to adequate food for all.

The Social Protection (SOCPRO) team is part of the ESP Division. The SOCPRO team provides overall guidance on FAO's approach to social protection, and technical support to decentralized offices in four core areas: (i) ensuring the expansion of coverage of social protection to rural areas; (ii) promoting policy and programmatic synergies between agriculture, natural resource management and social protection; (iii) promoting nutrition sensitive social protection systems; and (iii) the development of risk informed and shock responsive social protection.

## FAO International Consultants and Call purpose

The Organization frequently engages experts to work on short-term projects as international consultants. The functions of a consultant are results-oriented and normally involve analysing complex issues, directing seminars or training courses, preparing documents for conferences and meetings, or writing reports on matters within their area of expertise. An international consultant is engaged by the Organization to provide expertise, skills or knowledge for the performance of a specific task or piece of work, which would be short-term by nature. The assignment may involve full-time or part-time functions similar to those of staff members. The assignment can be from 1 month up to 11 months on a When-Actually-Employed (WAE) basis. The possibility of extension is subject to satisfactory performance and depending on the resources and needs of the Organization.

The purpose of this Call is to attract qualified candidates for consultancies in the area of Social Protection to populate the divisional roster for this profile. Individuals who satisfactorily meet or exceed the requirements of the Call will be included in the divisional Roster of Social Protection Specialists. Candidates who are registered in the Roster will be considered for future contracts when relevant opportunities arise.

## Reporting Lines

The Programming and operational support specialist reports to the Senior Social protection Officer/Social Protection Team Leader (or Social Protection or Country Policy officers).

## Technical Focus

Operational, budget and programming support for the expansion of social protection and the development of coherence with agriculture, natural resource management, food security, nutrition and resilience.

## Tasks and responsibilities

### For C level consultants

1. Coordinate the team's work plan and budget and monitor progress in implementation and expenses
2. Coordinate planning of different divisions contributing to the FAO organizational outcomes on social protection
3. Provide operational support for the implementation of the team's programme of work in line with FAO's rules and procedures, by managing procurement processes and partnership agreements
4. Provide operational and programming support to the team's resource mobilization efforts and for the organization of large technical and training workshops and visibility events.
5. Perform other duties as necessary.

The position may include international travel in support of project activities.

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced degree in Business Management, Development Studies, Political Sciences, agricultural development or other related subject
- At least three years of experience after graduation in providing operational, budget and programming support
- Prior experience of work in developing countries and with UN agencies are highly desirable
- 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

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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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