



Food and Agriculture Organization of the United Nations

**CALL FOR EXPRESSIONS OF INTEREST - VACANCY ANNOUNCEMENT N°: IRC4888**

**Issued on:** 17 OCTOBER 2017

**Deadline For Application:** 31 OCTOBER 2017

**JOB TITLE:** Project Support Specialist

**TYPE OF CONTRACT:** PSA

**DUTY STATION:** Rome, Italy

**ORGANIZATIONAL UNIT:** CLIMATE AND ENVIRONMENT DIVISION, CBC

**DURATION:** 11 months (with possibility of extension)

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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 Climate and Environment Division of FAO assists member countries in their responses towards the climate change, including the mitigation of climate change as well as the development of adaptive capacities of agriculture, fisheries and forestry to the effects of Climate Change. It provides a coordination role on Climate Change and related climate smart agriculture issues. The Division also serves as a focal point for a multidisciplinary and global approach to bioenergy as well as undertaking work and providing support and guidance on Disaster and Risk Reduction issues.

### **Reporting Lines**

The Project Support Specialist reports directly to the Senior Natural Resources Officer (Team Leader, Environmental and Social Safeguards) of the Environmental and Social Safeguards Unit.

### **Technical Focus**

Support the implementation of FAO's Environmental and Social Safeguards procedures and stakeholder engagement requirements in field projects.

### **Tasks and responsibilities**

Under the direct supervision of the Senior Natural Resources Officer (CBC), Team Leader of the Environmental and Social Safeguards Unit, the incumbent will:

- Support the work to establish, develop and operate the technical network in Environmental and Social Impact Assessment (TN-ESIA) with focal points in HQs as well as in DOs;
- Support the capacity building activities of the ESM Unit, in particular the development and delivery of webinar sessions (using Adobe Connect);
- Monitor the correspondence of the Environmental and Social Risk Management unit and act as first port of call to receive and manage requests/queries;
- Manage and update project information in the internet disclosure portal as required;
- Handle and record of grievances in relation to the Environmental and Social Standards of the organization in coordination with country offices
- Research, compile and organize information and reference materials from various sources for reports; create spreadsheets and presentations; manage and update databases for mailing lists and other information; and maintain electronic and paper files;
- Prepare and finalize Letters of Agreement, ensuring clearances compliance with FAO rules and regulations;
- Plan and organize meetings, international workshops, internal and external seminars; act as focal point as needed;
- Update of the environmental and social risk management unit intranet/internet contents as necessary.
- Support the update of the CBC intranet portal and guarantee linkages with the environmental and social risk management intranet
- Provide operational support at divisional level in data management tasks, organization of meetings, workshops, webinars, and other requests that may arise.
- Perform other duties as required.

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## **CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING**

### **Minimum Requirements**

- University degree in Communication or related fields;
- 5 years of relevant experience
- Working knowledge of English and Spanish; limited knowledge of French is an advantage;
- Good knowledge of FAO administrative and financial rules and regulations is considered a strong asset;
- Familiarity with Adobe Connect, typo3 is an asset

### **FAO Core Competencies**

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

### **Technical/Functional Skills**

- Knowledge of FAO's Environmental and Social Safeguards and procedures is an asset
- Familiarity with FPMIS is desirable

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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)

**FAO IS A NON-SMOKING ENVIRONMENT**