



Issued on: 20 October 2017

Deadline For Application: 3 November 2017

JOB TITLE: Programme and Operations Specialist

TYPE OF CONTRACT: Consultant or PSA.SBS

DUTY STATION: Various

ORGANIZATIONAL UNIT: AGRICULTURAL DEVELOPMENT ECONOMICS DIVISION (ESA)

DURATION: Up to 11 month (with possibility of extension)

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.

Organizational Setting

The Agricultural Development Economics Division (ESA) conducts economic research and policy analysis related to all five of the Organization's strategic objectives (food security, sustainable agriculture, poverty reduction, inclusive food systems and resilient livelihoods); ESA provides evidence-based analytical support to national, regional and global policy processes and initiatives related to food security and sustainable agriculture; and leads the production of three FAO flagship publications: *The State of Food and Agriculture*, *The State of Food Security and Nutrition in the World*, and *World Agriculture Towards 2030/50*. ESA also leads large programmes at country level on agricultural policy monitoring, climate change, agribusiness and food value chains, and food security information and analysis in support of national policies.

FAO International Consultants and Call purpose

The Organization frequently engages experts to work on short-term activities and projects as international consultants or under personal service agreements (PSA.SBS) at various levels of experience (see minimum requirements below). International consultants or PSAs are engaged by the Organization to provide expertise, skills or knowledge for the performance of a specific task or piece of work, which is short-term by nature. The assignment may involve full-time or part-time functions, with duration ranging from 1 month up to 11 months. The possibility of extension is subject to satisfactory performance and dependant on the availability of resources and needs of the Organization. Assignments can require travel or missions/appointment to field locations.

Individuals meeting or exceeding the requirements of the Call, determined through an interview process, will be included in the ESA Divisional Roster. Experts who are registered in the Roster are available for consideration for a period of up to 48 months. ESA Division will use this roster as the primary mechanism to resource future vacancies within the technical requirements covered by the Call.

Reporting Lines

Selected applicants will work under the overall guidance of the Division Director and the direct supervision of Team Leaders/Officers, working in close collaboration with other FAO Divisions, Strategic Programmes and external partners as required. When activities are carried out in member countries, applicants will be required to work in close collaboration with the FAO Representation in the relevant country of assignment, as well as the relevant FAO regional and/or sub-regional office.

Technical Focus

Food security and Nutrition analysis and resilience in humanitarian and development contexts, capacity and technical development.

Tasks and responsibilities

The assigned tasks and responsibilities related to this area of work can include the following:

- Coordinates/supports planning, monitoring and reporting with respect to programme implementation, resourcing and financing, in line with pertinent rules and regulations (FAO, Resource Partners, etc.); identifying problems and issues, providing advice and/or initiating appropriate corrective action, and following-up on actions liaising with relevant parties.
- Coordinates/supports the design, implementation, monitoring and evaluation of programmes and projects related to FAO's mandate, which may also include provision of technical backstopping to field projects;
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work plans, programme budget, etc.).
- Support project/programme management in line with relevant FAO rules (e.g. Project Cycle), including drafting of documentation, assuring timely completion of related administrative steps (e.g. clearances, operationalization, revisions and project closures), as well as, the maintenance of information recorded in corporate systems for project tracking and performance monitoring.
- Initiates/coordinates/supports the implementation of contractual instruments including recruitment, procurement of goods and/or services; as well as, outreach activities, training workshops, seminars, (etc.);
- Coordinate/support project/programme review and evaluation exercises;

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

- Formal education in Business Administration, Agriculture, Economics, Nutrition, Statistics, Social/Political Science, Agro-finance or a closely related field:
 - Consultant level B and C – advanced university degree
 - PSA.SBS – university degree
- Relevant experience in project or programme management and/or implementation, administration or related area:
 - Consultant level B (Expert) - at least 5 years of relevant experience
 - Consultant level C/PSA.SBS - at least 1 year of relevant experience
- Working knowledge of English and limited knowledge of French, Spanish, Arabic, Chinese, or Russian. In the case of PSAs, the requirement is for working knowledge in one of the FAO official languages.

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 and relevance of experience in the field of administration, human resources, finance and management
- Extent and relevance of experience in programme/project formulation, analysis, planning, implementation, monitoring and/or evaluation.
- Extent of knowledge of planning and budgetary processes and associated tools
- Understanding of FAO policies and programmes is considered a strong asset
- Strong interpersonal and communication skills, writing ability, and oral presentation skills

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

ADDITIONAL INFORMATION

- All applications will be reviewed and qualified applicants will be included in a pool of candidates for future assignments.
- 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
- 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

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