



## Food and Agriculture Organization of the United Nations

### Vacancy Announcement No: IRC5101

Issued on: 8 December 2017

Deadline For Application: 29 December 2017

<b>Position Title:</b>	Programme Officer (Operations)	<b>Grade Level:</b>	P-3
<b>Organizational Unit:</b>	Subregional Office for the Gulf Countries, SNG	<b>Duty Station:</b>	United Arab Emirates, Abu Dhabi
		<b>Duration *:</b>	Fixed term: 1 year, with possibility of extension
		<b>Post Number:</b>	2002789
		<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

FAO's Subregional Office for the Gulf Cooperation Council States and Yemen (SNG), is responsible for developing, promoting, overseeing and implementing agreed strategies for addressing subregional food, agriculture and rural development priorities. It develops and maintains relations with subregion-wide institutions including Regional Economic Integration Organizations (REIOs). It assists the FAO Representations (FAORs) in the subregion with addressing subregional food security, agriculture and rural development issues at country level. The Subregional Office is a subsidiary of FAO's Regional Office for the Near East and North Africa (RNE).

The post is located in the United Arab Emirates, Abu Dhabi.

#### Reporting Lines

The Programme Officer (Operations) will report to the Subregional Coordinator (SRC) in the Office for the Gulf Cooperation Council States and Yemen under functional guidance of the relevant divisions at FAO headquarters to ensure corporate coherence and quality.

#### Technical Focus

Planning, coordinating day-to-day activities of the office in support of its technical programmes led by the respective senior technical officers. Strengthening partnership and knowledge networks within and outside the Organization, supporting country-level actions guided by FAO's Country Programming Framework (CPF) as well as increasing and promoting implementation of South-South and triangular cooperation.

#### Key Results

Develop, implement, monitor and report on assigned programmes/projects.

#### Key Functions

- Participates in the development, implementation and evaluation of assigned programmes/projects; monitors and analyses programme/project development and implementation and reports on assigned programmes/ projects;
- 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.; makes presentations on assigned topics/activities;
- Coordinates activities related to budget and funding (programme/project preparation and submission for approvals, progress reports, financial statements) and prepares related documents/reports (e.g. pledging, work programme, programme budget).

#### Specific Functions

- Provides oversight in terms of Programme Support Function for the office;
- Supervises administratively the junior technical officers and ensures their placement against the technical programmes/needs as necessary;
- Provides day-to-day guidance to the administrative support staff in consultation with the SRC.

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in business administration or public administration, social science, political science or a related field;
- Five years of relevant experience in project or programme management, administration or related area;
- 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 the field of administration, human resources, finance and management;
- Extent and relevance of experience in programme/project formulation, analysis, planning and implementation monitoring;
- Extent of knowledge of planning and budgetary processes and associated tools;
- Understanding of FAO policies and programmes is considered a strong 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**