



Issued on: 22 November 2017

Deadline For Application: 06 December 2017

JOB TITLE: Programme Specialist

TYPE OF CONTRACT: NPP

DUTY STATION: Kyiv, Ukraine

ORGANIZATIONAL UNIT: REU

DURATION: 5 months

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:** under the overall supervision of the Assistant Director General / Regional Representative and the Regional Programme Leader in the Regional Office for Europe and Central Asia (REU), in close coordination with FAO Programme Unit (REU), and under the direct supervision of the Emergency and Rehabilitation Officer as well as the Development Programme Coordinator in Kyiv and in close liaison with FAO Ukraine personnel, the Programme Specialist will be responsible for operational planning, management and monitoring of FAO Programme in Ukraine, ensuring technical quality of activities and supporting programme development.

### Reporting Lines

Emergency and Rehabilitation Officer and Development Programme Coordinator (Ukraine)

**Technical Focus:** Programme development, coordination and operational assistance based on the knowledge of the local conditions, culture, language and institutions of the country of assignment.

### Tasks and responsibilities:

Under the overall supervision of the Assistant Director General / Regional Representative and the Regional Programme Leader in the Regional Office for Europe and Central Asia (REU), in close coordination with FAO Programme Unit (REU), and under the direct supervision of the Emergency and Rehabilitation Officer as well as the Development Programme Coordinator in Kyiv and in close liaison with FAO Ukraine personnel, the Programme Specialist will be responsible for operational planning, management and monitoring of FAO Programme in Ukraine, ensuring technical quality of activities and supporting programme development. In particular, the incumbent will carry out the following tasks:

- Oversee day-to-day implementation of the programme in line with project work plans.
- Advising and giving guidance to national staff with respect to the implementation of the project activities, this includes planning of procurement actions and mobilization of technical expertise.
- Establish a system of regular collection of information from various sources for FAO projects being implemented in Ukraine based on the project indicators, and analyze data based on information inserted into FAO corporate systems by Monitoring Officer.
- Support real-time monitoring of project progress and the alerting of the supervisors and the Budget Holder to potential problems that could result in delays in implementation.
- Provide inputs to the FAO Office regarding project contribution to the Country Program Framework and other FAO Ukraine documents.
- Timely prepare technical progress reports and all monitoring reports, namely: six monthly and yearly progress reports, call for funds reports, and final report.
- Establish a system of information collection, analyses, monitoring and reporting for implementation of the FAO Country Partnership Framework in Ukraine.
- Support Resource Mobilization by maintaining up to date donor matrix that contains all relevant programmes and projects from donors working in agriculture and rural development in the country, and provide inputs to funding opportunities (preparation of call for proposals, development of concept notes, etc...).
- In close coordination with Emergency and Rehabilitation Officer or Development Programme Coordinator and in liaison with the Communications Officer, support FAO liaison with stakeholders at various levels. This includes preparing meeting or workshops and elaboration of related reports, present FAO activities and programme and follow-up on key issues identified.
- Carry out desk research in order to identify the most relevant policy documentation on agriculture and rural development for Ukraine that can contribute to FAO work in the country and maintain an updated summary of the relevant documents.
- Facilitate collection of information from stakeholders in order to elaborate technical papers about the state of agriculture in the country.
- Perform any other related duties as required.

## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- University degree in agronomy, natural resources, environment management, rural development (preferred) and/or business development;
- 5 years of relevant experience in the field of agriculture with particular focus on project/programme management
- Working knowledge of Ukrainian and English

### FAO Core Competencies

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

### Additional Selection Criteria

- At least five years' experience working with local communities in the agricultural sector in Ukraine.
- Demonstrated previous experience working project/programme implementation and monitoring in the context of climate change, agriculture and/or rural development as well as on the development and formulation of projects.
- Knowledge of FAO's project management systems is an asset.
- Project management and monitoring experience, and good knowledge of policy, institutional and cross-sector coordination issues related to Agriculture
- Level and relevance of experience in project and programme development, management and monitoring
- Demonstrated knowledge of objectives and function of technical programmes as well as of FAO and/or UN operational guidelines and procedures
- Capacity to manage tasks in a systematic and efficient manner with judgment, analysis, independence and initiative
- Capacity to communicate clearly both verbally and in writing;
- Demonstrated ability to establish good working relationship and team spirit both inside the Organization and with external partners such as government officers, UN partners, donors or NGOs
- Ability to use computer software such as MS Office and other project management software and database
- Strong language and writing skills in English and Ukrainian
- Previous experience in the UN system and excellent skills in written and verbal English language will be 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

- 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.
- 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 recruitment website at [Jobs at FAO](#) and complete your online profile. Only applications received through the recruitment portal will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from the recruitment portal 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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