



Food and Agriculture Organization of the United Nations

## Vacancy Announcement No: IRC5260

Issued on: 7 February 2018

Deadline For Application: 28 February 2018

<b>Position Title:</b>	Programme Officer (Sustainable Wildlife Management - Budget And Operations)	<b>Grade Level:</b>	P-3
<b>Organizational Unit:</b>	Forest Policy and Resources Division, FOA	<b>Duty Station:</b>	Italy, Rome
		<b>Duration *:</b>	Fixed term: 1 year with possibility of extension
		<b>Post Number:</b>	2006782
		<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

The Forest Policy and Resources Division leads FAO's work in promoting sustainable forest management and providing leadership on the environmental, social and economic dimensions of forestry, including its contributions to poverty reduction and food security and nutrition. It liaises with member countries, civil society and the private sector in aspects ranging from development of effective forest policies to forest conservation and management issues, and strengthens the role of forests in climate change mitigation and adaptation. The Division also collects, analyses and disseminates information on the world's forest resources and on the production, trade and consumption of wood and non-wood forest products.

The post is located in the Sustainable Wildlife Management Programme Team, within the Forest Resources Management Team, Forestry Policy and Resources Division, FOA.

The Sustainable Wildlife Management (SWM) programme is an initiative of the African, Caribbean, and Pacific Group of States Secretariat (ACP Secretariat), funded by the 11th European Development Fund (EDF) of the European Commission. It will be implemented through a partnership involving the Food and Agriculture Organization of the United Nations (FAO), the International Cooperation Center for Agricultural Research for Development (CIRAD), the International Center for Agricultural Research (CIFOR) and the Wildlife Conservation Society (WCS). The objectives are to reconcile wildlife conservation issues with those of food security and poverty reduction in a set of key (forested and savannah) socio-ecosystems by promoting the sustainable and legal exploitation of resilient wildlife populations by native rural peoples and an adjustment of the supply of domestic proteins for the benefit of both rural and urban populations in ACP countries.

### Reporting Lines

The Programme Officer reports to the Senior Forestry Officer (Coordinator, Sustainable Wildlife Management Programme), under the overall guidance of the Director, FOA.

### Technical Focus

Operational modality and procedures, risk management, capacity development, EC rules and procedures and programming support.

### Key Results

Develop, implement, monitor and evaluate assigned programme/projects.

### Key Functions

- Participates in the development, implementation and evaluation of assigned programmes/projects, etc.; monitors and analyzes programme/project development and implementation;
- 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, etc.;
- Prepares various written outputs, e.g. drafts background papers, analysis, sections of reports and studies, inputs to publications, etc.;
- Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities;
- Coordinates activities related to budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme,

programme budget, etc.).

### Specific Functions

- Provides support and guidance on the operational matters at the programme level (procurement actions, human resource planning and management, compliance with financial and administrative regulations);
- Organizes and deliver training to the project team on all administrative and operational matters related to the implementation of the SWM programme in compliance with both FAO's and EU's rules and procedures;
- Supports the monitoring of financial transactions and liaise closely with all relevant internal and external stakeholders, ensuring compliance with FAO corporate policies as well as EC requirements and regulations and prepare annual financial report and ad hoc expenditure plans and reports in the EC format;
- Supports the quality control and monitoring of letters of Agreements (LoAs) and contract with field partners and Operational Partnership Agreements (OPA) with project partners ensuring also the compliance with the EU rules and procedures;
- Supports programme coordination and technical activities;
- Ensures the sound operational and financial management of programme activities;
- Monitors and analyses programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and initiates corrective actions; liaises with relevant parties; ensures follow-up actions;
- Supports the coordination of activities related to budget funding (programme/project preparation and submissions, progress reports, budget revisions etc.) and prepares related documents/reports (pledging, work programme, programme budget, justification notes etc.);
- Performs other related duties as required.

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### CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

#### Minimum Requirements

- Advanced university degree in International Relations, economics and management or in any other relevant field
- Five years of relevant experience in supporting projects' management including experience in delivering assistance on financial and operations aspects of EC-funded projects
- Working knowledge of English (Level C) and limited knowledge (level B) of French.

#### 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 and knowledge of FAO and EC rules and procedures to be simultaneously applied;
- Extent and relevance of experience in FAO's programme implementation funded by EC (project operations, budget managing, monitoring and reporting) is considered a strong asset;
- Extent and relevance of experience liaising with international donor organizations and in mobilizing resources, in particular with the EC;
- Demonstrated experiences in delivering project operations training on FAO and EC rules and procedure in the field countries

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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 recognised 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 2 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)

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