



Food and Agriculture Organization of the United Nations

## Vacancy Announcement No: IRC5345

Issued on: 11 April 2018

Deadline For Application: 02 May 2018

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<b>Position Title:</b>	Programme Officer (AMR and Biothreats)	<b>Grade Level:</b>	P-3
		<b>Duty Station:</b>	Italy, Rome
<b>Organizational Unit:</b>	Animal Production and Health Division, AGA	<b>Duration *:</b>	Fixed Term: one year (with possibility of extension)
		<b>Post Number:</b>	2006820
		<b>CCOG Code:</b>	1A02

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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.**

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### Organizational Setting

The Animal Health Service (AGAH) of the Animal Production and Health Division (AGA) is primarily concerned with aspects related to the prevention, detection and timely response to high impact and zoonotic diseases and other global health threats such as antimicrobial resistance (AMR). AGAH is the technical lead of the Emergency Centre for Transboundary Animal Diseases (ECTAD), a global platform that supports the Emergency Prevention System for Animal Health (EMPRES) to effectively prevent and respond to persisting and/or spreading transboundary animal diseases at a global level, with emphasis on developing countries. The post is located within the ECTAD Programming Unit (PU). This unit serves as an interface between the technical and normative strategies developed within AGA and the Organization's operational response to emergencies coordinated by the Emergency and Rehabilitation Division (TCE). The PU's core mandate encompasses strategic planning, operational programming, projects and programme quality assurance, and liaison with key funding partners. The unit facilitates and develops new collaborations with strategic funding partners such as the US Defense Threat Reduction Agency (DTRA). FAO and DTRA partnership builds upon the intersection of the respective mandates in the domain of global prevention of zoonotic diseases and other disease threats. The post will act as focal point for all DTRA grants contributing to the development of FAO-DTRA partnership in support of biothreats reduction programmes.

### Reporting Lines

The Programme Officer reports to the Senior Animal Health Officer (TADs, Programming) and works in close collaboration with the Deputy Head of ECTAD Operations.

### Technical Focus

Programme/project management, AMR global programme and biothreats reduction operations, programming and capacity development support, grant negotiations, donor liaison.

### 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

- Coordinates the negotiation of DTRA proposals, acting as a focal point for all aspects related to the grant awarding process and project implementation;
- Provides programmatic expertise in the formulation of proposals for DTRA awarding, throughout all the stages of the process (pre-coordination, proposal development and review/evaluation);
- Manages DTRA grants and oversees the delivery and approval of expenses in compliance with specific donor requirements;
- Manages the operations of the FAO component of the AMR Tripartite global programme, ensuring effective implementation and coordination at all levels to identify timely solutions for any complex situations concerning coordination of AMR programme implementation among internal and external partners;
- Advises and supports relevant budget holders to ensure budgeting and administration are effective and in line with both donor-specific requirements and FAO policies;
- Analyses projects' financial data, delivery estimates, and actual expenditures through continuous monitoring of transactions to inform timely corrective action;
- Coordinates the preparation/ submission of projects reporting and prepares donor-specific financial reports, in liaison with Finance Department, ensuring quality review and overseeing compliance with donor requirements;
- Participates in support missions to provide backstopping and promotes best practices to Decentralized Offices in project formulation and management.

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in social science, agriculture-related studies, international development, international relations as relevant to the work of the Organization
- 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 project or programme management, administration or related area;
- Extent and relevance of experience in the formulation and management of global animal health projects, pertaining to AMR and biothreats reduction is considered a strong asset;
- Extent and relevant experience in global animal health project operations in the UN context is considered a strong asset;
- Extent of experience and knowledge in complex budgeting and financial reporting, including the design and use of expenditures monitoring tools across different accounting systems;
- Demonstrated experience and skills in donor liaison and grant negotiations process, specifically for DTRA grant awards 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

- 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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