



Food and Agriculture Organization of the United Nations

Vacancy Announcement No: IRC5368

Issued on: **28 March 2018**

Deadline For Application: **18 April 2018**

Position Title:	Programme Officer (Monitoring And Evaluation)	Grade Level:	P-4
		Duty Station:	Italy, Rome
Organizational Unit:	Technical Cooperation Department, TCD	Duration *:	Fixed term: 2 years with possibility of extension
		Post Number:	2006253
		CCOG Code:	1A11

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 mandate of the Technical Cooperation Department (TC) is to:

- Coordinate the mobilization of voluntary contributions for food security, nutrition and resilience, agriculture and rural development through private and public funding.
- Help countries prepare for and respond more effectively to threats and crises in the agriculture sector.
- Assist countries in increasing investment in food security, nutrition and resilience, agriculture and rural development.
- Ensure that the Technical Cooperation Programme (TCP) mobilizes FAO's technical expertise to support countries' development efforts or provide emergency assistance following a disaster.

The post is located in the office of the Assistant Director-General (ADG), TC.

Reporting Lines

The Programme Officer reports to the ADG, TC.

Technical Focus

- Regular monitoring of FAO's project portfolio to detect, track and raise compliance, performance and risk issues associated with the Organization's operations.
- Analyzing and reporting on the results of compliance and performance monitoring activities and how the operations of the Organization are evolving from a corporate perspective.
- Keep senior management informed of the key risks and root cause analysis of failings and successes identified.

Key Results

Develops, implements, evaluates, effective leadership and management of major projects and teams.

Key Functions

- Develops, implements and evaluates 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 initiates corrective actions; liaises with relevant parties; ensures follow-up actions;
- Researches, analyzes and presents information gathered from diverse sources;
- Coordinates policy development, including the review and analysis of issues and trends, preparation of impact evaluation or equivalent studies, etc.;
- Generates survey initiatives; reviews, analyzes and interprets responses, identify problems/issues and prepares conclusions;
- Organizes and prepares written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.;
- Provides substantive backstopping to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.;
- Initiates and coordinates outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities;
- Leads and/or participates in large, complex field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.;

Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).

Specific Functions

- Monitors FAO's project portfolio against pre-established Field Programme Support Network (FPSN) conditions including budget delivery, cash status, terminal report submission and project closures.
- Identifies sources of data, and collection and analysis methods.
- Develops criteria for performance assessment of the project portfolio.
- Assesses compliance risks and the required frequency of testing.
- Develops and updates dashboards for compliance and performance monitoring in collaboration with the Office of Strategy, Planning and Resources Management (OSP) and relevant units.
- Provides a weekly global report on projects in need of management action and support Budget Holders on actions required.
- Monitors the Logical Framework Matrix and Work Plan for completeness and progress tracking for projects and Technical Cooperation Programmes (TCPs).
- Performs follow up to keep the number of projects in a problem condition to a minimum.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced University degree in economics, business administration, development studies, political science, public policy, international relations, or a related field.
- Seven years relevant experience in project or programme management, including monitoring and evaluation, performance assessment, reporting on results, accountability, quality assurance, policies, procedures and tools for project cycle management.
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian.

Competencies

- Result focus
- Teamwork
- Communications
- 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 FAO's project cycle and related corporate systems is considered an asset.
- Extent and relevance of experience in planning, managing and implementing projects and programmes.
- Extent and relevance of experience in collecting and analysing data.
- Demonstrated knowledge and experience in applying Result Based Management approach.
- Sound understanding and experience in mainstreaming UN Common Country Programming Principles and fiduciary standards of key resources partners.
- Sound understanding of the functioning of UN agencies and resources partners is considered an asset.
- Extent and relevance of experience in delivering training is desirable.

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

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

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

HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/iemployment-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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