



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N<sup>o</sup>: IRC5490

Issued on: 27 April 2018

Deadline for Applications: 18 May 2018

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|-----------------------------|-------------------------------------|----------------------|---|
| <b>Position Title:</b>      | Programme Officer                   | <b>Grade Level:</b>  | P-4   |
|                             |                                     | <b>Duty Station:</b> | Rome, Italy                                       |
| <b>Organizational Unit:</b> | Strategic Programme Management Team | <b>Duration *:</b>   | Fixed term: 2 years with possibility of extension |
|                             |                                     | <b>Post Number:</b>  | 2006737, 2006740                                  |
|                             |                                     | <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 Strategic Programme Management Team facilitates, oversees and monitors the conceptual development, planning, implementation and monitoring of FAO work in support of the achievement of the Strategic Objective. With responsibility for i) prioritization and programme planning; ii) organizing and supporting delivery teams jointly with Departments and Decentralized Offices (Dos); iii) planning and overseeing the budget allocated to the Strategic Programme; iv) overseeing implementation of and reporting on work plans and their results.

### Reporting Lines

The Programme Officer reports to the Strategic Programme Leader (SPL).

### Technical Focus

Provide advice to the SPL on Strategic Programme planning, monitoring, reporting and evaluation.

### Key Results

Workplans developed, implemented and evaluated in accordance with country needs, regional priorities and strategic priorities of the Organization.

### Key Functions

- Monitors and analyzes programme 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;
- 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.);
- 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;

### Specific Functions

- Coordinates the development of biennial workplans, including the validation of proposed results, collaborating with technical units on the provision of technical support to regional and country offices, and the preparation of Service Level Agreements

- Monitors and reports on progress against milestones in the Service Level Agreements
- Coordinates annual reporting against corporate output targets and the preparation of the PIR
- Supports the preparation of the Corporate Outcome Assessment
- Supervises the monitoring of expenditures against budget allocations
- Supports the provision and facilitation of capacity development by the SP management team
- Liaises with other SP Programme Officers in coordination with the Office of Strategic Planning

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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
- Seven 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 programme/project formulation, analysis, planning and implementation
- 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 recognised in the IAU/UNESCO list
- Other similar positions 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)

**FAO IS A NON-SMOKING ENVIRONMENT**

