



**Food and Agriculture Organization of the United Nations**  
**PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC5598**

**Issued on: 18 June 2018**

**Deadline For Application: 9 July 2018**

<b>POSITION TITLE:</b>	<b>Programme Officer</b>	<b>GRADE LEVEL:</b>	<b>P-3</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>Digital and Information Technology Division (CIO)</b>	<b>DUTY STATION:</b>	<b>Rome, Italy</b>
		<b>DURATION *:</b>	<b>Short Term 11 months</b>
			<b>POST NUMBER:</b>
			<b>CCOG CODE: 1A05</b>

\* 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 Digital and Information Technology Division (CIO) is responsible for all IT activities within the Organization. CIO performs on behalf of the Organization the following critical roles: defining FAO IT policies and providing strategic advice on IT architecture and standards, governance, policy and operational matters while monitoring organizational compliance; defining the mechanisms for managing FAO's information and data; protecting FAO's information assets and ensuring confidentiality, integrity and availability; ensuring provision of IT services that are core for the Organization's global operations and supporting the information and business processes; coordinating organization-wide IT activities in order to reduce duplication and fragmentation and to increase integration of information data, systems and platforms, mobilizing IT resources from across the Organization.

#### **Reporting Lines**

The Programme Officer reports to the Senior Information Technology Officer (IT Strategic Sourcing, Planning and Control Group).

#### **Technical Focus**

The incumbent will support the operations and coordination of the IT Strategic Sourcing, Planning and Control Group of the Information Technology Division.

#### **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 analyses 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**

- Consults and coordinates with the relevant divisions in FAO to advise management on best practices for IT procurement, contracts, financial and administrative processes, policies and procedures.
- Provides expert advice on complex Scope of Works and takes the lead with CIO counterparts in preparing case submissions to the Headquarter Committee on Contracts, monitors and controls the budget of all CIO contracts; manages contracts and vendor performance.
- Leads the exercise to implement improvements in the Division's work flows for processing administrative actions.
- Supports divisional processes to monitor the implementation of the divisional Programme of Work and Budget according to the Organization's planning schedule, as well as monitoring of budget performance of the Division, including budget allocation and expenditure status, in close collaboration with the Office of Strategy, Planning and Resources Management (OSP).
- Develops IT procurement plans and coordinates information technology procurement related activities for the Division and in numerous cases globally in FAO in close collaboration, as appropriate, with the relevant FAO Authorized Officials and the Procurement Service (CSDA).

- Coordinates global network and communication area connectivity expenditures; supervises the implementation of budget transfer to Decentralized Offices, updates budget forecasts based on actual spending; provides reports.
- Contributes to internal resources management, working in close collaboration with the Shared Service Centre (SSC).
- Performs other duties as required.

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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, international development, international relations or a related field
- 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.

### Competencies

- Results Focus
- Teamwork
- 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 in the IT Systems, Services, and Administration related areas.
- Extent of knowledge of planning and budgetary processes and associated tools
- Experience in an international/multicultural organization is desirable
- Basing knowledge of UN Procurement, Administrative and Financial Rules
- Certification in Project Management PRINCE2 is an 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 recognized 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 two 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)

