



## Food and Agriculture Organization of the United Nations

### Vacancy Announcement No: IRC5620

Issued on: 4 July 2018  
Deadline For Application: 25 July 2018

<b>Position Title:</b>	Programme Officer (Donor Relations)	<b>Grade Level:</b> P-4
<b>Organizational Unit:</b>	Resource Mobilization Division, TCR	<b>Duty Station:</b> Italy, Rome
		<b>Duration *:</b> Fixed term: two years with possibility of extension
		<b>Post Number:</b> 0923303
		<b>CCOG Code:</b> 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 Resource Mobilization Division (TCR) leads and coordinates the mobilization of voluntary contributions (currently 60 percent of FAO's budget) in support of the organization's strategic priorities. TCR manages FAO's relations with resource partners, strategically matching partners' interests to those of the organization, and supports the negotiation of agreements. It mounts marketing campaigns around global concerns, provides market and business intelligence and positioning services to management as well as resource mobilization capacity development opportunities to decentralized and headquarter offices.

TCR also oversees global programme and project reporting to resource partners. It strives to assure the highest quality of development results, through providing project cycle oversight and support, and policy design for operational modalities and outsourcing.

The position is in the Resource Partnership Management Unit (TCR1) within TCR. The Unit is divided into 4 groups dealing respectively with European Union (EU), Bilateral Donors, North America and International financial institutions (IFIs)/UN agencies/Global Climate Fund.

#### Reporting Lines

The Programme Officer reports to the Senior Programme Officer leading the Resource Partnership Management Unit, TCR1.

#### Technical Focus

Resource Mobilization, Donor Relations, Grant negotiation, capacity development and programming support.

#### Key Results

Coordination in support of the mobilization of voluntary contributions, focusing on sustainable agriculture, production climate change adaptation and mitigation, environmental restoration, rural development, food and nutrition security, and resilience; facilitation/negotiation/formalisation of grant agreements; decentralized network on Resource Mobilization coordination; capacity development and programming support and marketing; outreach and reporting to partners; guidance and support to units responsible for operating projects.

#### Key Functions

- Plans and develops annual work plans to achieve divisional targets in assigned areas;
- Collaborates in strategic thinking and related plans to further develops and facilitates implementation of the Corporate Resource Mobilization and Management Strategy (RMMS);
- Ensures support to FAO's Strategic Objectives teams, headquarters departments and Decentralized Offices to mobilize resources partnerships in line with defined corporate priorities;
- Initiates contact with potential partners to explore funding opportunities, leads negotiations of funding agreements and project proposals with governments, international organizations, private sector and civil society partners; maintains effective working relationships with key stakeholders throughout the project cycle, including to support implementation, facilitates monitoring and compliance issues and ensures submission of reports, as required;
- Facilitates capacity development efforts in support of staff in all locations with regard to Resource Mobilization partnerships through policy development, the production of training material and delivery of training;
- Organizes and facilitates marketing and outreach activities related to FAO's Strategic Objectives and defined

- priority areas; facilitates donor meetings, events and outreach campaigns;
- Facilitates the global Resource Mobilization and ensures support is provided to Regional Initiatives teams; monitors and reports on key results.

#### **Specific Functions**

- Leads one of the four operational Groups of TCR1 (Resource Partnership Management Unit) through supervision and mentoring of a small group of professional staff and consultants;
- Leads FAO's day-to-day relationship with a designated group of resource partners;
- Coordinates the function of funding liaison, grant clearance and grant management for the assigned resource partners, in order to ensure that all new trust fund agreements meet FAO compliance standards, liaising with the appropriate legal, financial, budget and field units of FAO;
- Ensures that program delivery meets the agreed standards and conditions of the donor;
- Organizes regular and special donor meetings in support of specific resource mobilization goals of the Organization;
- Supports decentralized offices of FAO in their resource mobilization efforts;
- Provides leadership, guidance and mentoring to staff assigned to the Group.

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#### **CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING**

##### **Minimum Requirements**

- Advanced university degree in international development, development economics, international law, business administration, agriculture, agricultural economics, or another field relevant to the work of the Organization
- Seven years of relevant experience in international development, donor aid programmes, fundraising, grant negotiations and management;
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian

##### **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 managing partnership with EU and first-hand knowledge of EU contractual requirements;
- Extent and relevance of experience in negotiating complex funding agreements with bilateral and multilateral institutions;
- Extent and relevance of experience in managing relations and outreach with partners;
- Demonstrated skills and experience in Resource Mobilization;
- Extent and relevance of experience with the UN, World Bank or European Commission is considered 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 recognised in the IAU/UNESCO list
- Candidates endorsed in the selection process for this vacancy announcement will be considered for the FAO Professional Employment Roster for a period of two years. The Roster is used to fill other similar positions at the same or lower grade, and in the same or another duty station.
- 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**