



Food and Agriculture Organization of the United Nations
CALL FOR EXPRESSION OF INTEREST: IRC5633

Issued on: 10 July 2018
Deadline For Application: 12 August 2018

POSITION TITLE: Programme Officer (Multiple positions)

GRADE LEVEL: P- 2

DUTY STATION: Various Locations

DURATION *: Fixed-Term: 2 years with possibility of extension

POST NUMBER: N/A

CCOG CODE: 1.A.02

* 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

Global Call Purpose

The objective of the Call is to attract global talents who are strongly motivated to contribute to the FAO's mandate through their technical expertise and knowledge. The Call will create a pool of qualified applicants that will be used to identify candidates for Programme Officer P-2 positions with FAO.

Organizational Setting

The Food and Agriculture Organization of the United Nations (FAO) leads international efforts to defeat hunger and to support development in member countries in the areas of agriculture, fisheries and forestry. FAO's mandate is to raise levels of nutrition, improve agricultural productivity, better the lives of rural populations and contribute to the growth of the world economy.

Reporting lines

The Programme Officer reports to a senior Officer.

Technical Focus

Development, implementation, monitoring and evaluation of assigned programme or projects.

Key Results

Collection, analysis and review of information, data and statistics, and project/meeting services to support programme products, projects, publications, and services.

Key Functions

- Carries out basic research on selected aspects of programmes, operations and other activities, to include collecting, analysing and presenting statistical data and other information gathered from diverse sources;
- Provides substantive support for policy coordination and evaluation functions, including the review and analysis of emerging development issues and trends, participation in impact evaluation or equivalent studies;
- Participates in survey initiatives; issues data collection tools, reviews, analyses and interprets responses, identifies problems/issues and prepares preliminary conclusions;
- Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications;
- Undertakes outreach activities; participates in the development of training workshops, seminars; participates in and makes presentations on assigned topics/activities;
- Participates in field missions, including provision of substantive and administrative support, data collection, etc.;
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements) and preparation of related documents/reports (pledging, work programme, programme budget.).

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in economics, international development, international law, public/business administration, political or social sciences or another field relevant to the work of the Organization
- Three years of relevant experience in international development, project or programme management and formulation, appraisal, implementation and/or monitoring, information and/or knowledge management including at international level
- 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 Skills

- Work experience in more than one location or area of work, particularly in field positions is desirable;
- Extent and relevance of experience and in programme/project formulation, analysis, planning and implementation including in developing countries ;
- Extent and relevance of experience of project or programme monitoring;
- Demonstrated ability to write clear analytical reports
- Extent and relevance of experience in institutional collaboration and partnership with governments, private sector and development regional, national and local agencies
- Extent and relevance of knowledge of the FAO Field Programme Management Information System is considered a strong asset ;
- Understanding of the functioning of the United Nations system and in particular of FAO's structure, policies and activities is desirable

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 and references.

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/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

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