



Food and Agriculture Organization of the United Nations

## Vacancy Announcement No: IRC5669

Issued on: **27 July 2018**  
Deadline For Application: **17 August 2018**

<b>Position Title:</b>	Programme Officer	<b>Grade Level:</b>	P-3
		<b>Duty Station:</b>	Italy, Rome
<b>Organizational Unit:</b>	Office of Support to Decentralized Offices, OSD	<b>Duration *:</b>	Fixed term: one year with possibility of extension
		<b>Post Number:</b>	2006931
		<b>CCOG Code:</b>	1A02

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 Office of Support to Decentralization (OSD) provides programmatic and operational guidance, support and facilitation to the Decentralized Offices (DOs) Network, and serves as their advocate at headquarters. The office ensures synergy and coordination among DOs, across regions, and between these and headquarters departments and offices.

### Reporting Lines

The Programme Officer reports to the Senior Programme Officer, OSD.

### Technical Focus

Monitoring, analyzing and reporting on key development trends of regions and countries.

### Key Results

Research, technical analysis, and office management related services to support the delivery of programmes, products, and services.

### Key Functions

- Analyses and monitors the status of Decentralized Offices under his/her responsibility; reviews relevant documents and reports; identifies problems and issues to be addressed and contributes to the introduction of corrective actions; liaises with relevant parties; ensures follow-up actions;
- Contributes to policy development, including the review and analysis of issues and trends, generates survey initiatives; reviews, analyses and interprets responses, identifies problems/issues and prepares conclusions;
- Prepares various written outputs, e.g. draft background papers, analyses, sections of reports and studies, inputs to publications;
- Provides substantive support to consultative and other meetings, conferences, to include proposing agenda topics, identifying participants, preparation of documents and presentations;
- Assists with outreach and communication-related activities; reviews and contributes to the development of learning materials, conducts training workshops, seminars; makes presentations on assigned topics/activities;
- Participates in field missions, including formulation of guidance for Decentralized Offices and other parties and preparation of mission summaries.

### Specific Functions

- Provides information and guidance to the Decentralized Offices on reporting and organizational matters;
- Prepares analysis of country context and operational environment in coordination with appropriate units and proposes management actions;
- Monitors developments in the Decentralized Offices, and provides support, including on linkages and relationships between headquarters and Decentralized Offices;
- Ensures the dissemination and communication of Decentralized Offices to headquarters in order to ensure that corrective actions and/or feedback is provided by the appropriate headquarters department;
- Reviews background information for assessment of the yearly performance of Decentralized Offices to ensure that effective support is provided and that any gaps identified are addressed, and recommends appropriate actions/decisions for consideration by OSD management;

- Prepares documentation, analysis and recommendations related to the UN Reform at country level;
- Researches, analyses and presents information gathered from diverse sources
- Contributes in development of policy guidance to assist Decentralized Offices meet their goals; identifies and tracks follow-up actions on behalf of Decentralized Offices;
- Contributes to the negotiations for opening new Decentralized Offices or renegotiation of existing arrangements, including conducting missions and preparation of draft documentation (e.g. Host Country Agreements) with governments

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in a technical field related to the work of the Organization, (i.e. agronomy, natural resources, veterinary, economics, political or social sciences or related fields)
- Five years of relevant experience in coordination, decentralization, programme or office management, 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/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is desirable;
- Relevance and extent of experience related to coordination, decentralization, reform, in particular on UN Reform and policy and programme matters in large national/international organization(s);
- Extent of understanding of the functioning of the United Nations system and in particular of FAO's structure, policies and procedures related to decentralized activities is desirable

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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**