



## Food and Agriculture Organization of the United Nations

### Vacancy Announcement No: IRC5681

Issued on: 04 October 2018

Deadline For Application: 25 October 2018

|                             |   |                      |  |
|-----------------------------|---|----------------------|--|
| <b>Position Title:</b>      | Programme Officer                         | <b>Grade Level:</b>  | P-4  |
| <b>Organizational Unit:</b> | Subregional Office for the Caribbean, SLC | <b>Duty Station:</b> | Barbados, Bridgetown                                 |
|                             |   | <b>Duration *:</b>   | Fixed term: one year (with possibility of extension) |
|                             |   | <b>Post Number:</b>  | 2006949  |
|                             |   | <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

FAO's Subregional Office for SLC is responsible for developing, promoting, overseeing and implementing agreed strategies for addressing subregional food, agriculture and rural development priorities. It develops and maintains relations with subregion-wide institutions including Regional Economic Integration Organizations (REIOs).

#### Reporting Lines

The Programme Officer reports to the Subregional Coordinator and FAO Representative in Barbados.

#### Technical Focus

Programme development, monitoring and implementation and management of the Global Environment Facility (GEF) portfolio for the subregion.

#### Key Results

Develops, implements, evaluates, effective leadership and management of major projects and teams.

#### Key Functions

- Develops, implements and evaluates assigned programmes/projects; monitors and analyses programme/project 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;
- Performs consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change;
- Researches, analyses 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;
- Generates survey initiatives; reviews, analyses and interprets responses, identifies problems/issues and prepares conclusions;
- Organizes and prepares written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications;
- Provides substantive backstopping to consultative and other meetings, conferences, to include proposing agenda topics, identifying participants, preparation of documents and presentations;
- Initiates and coordinates outreach activities; conducts training workshops, seminars; makes presentations on assigned topics/activities;
- Leads and/or participates in large, complex field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries;
- 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).

### **Specific Functions**

- Supports the GEF portfolio management for the subregion, including *inter alia*, projects supervision and progress monitoring, oversight of financial management and reporting, as well as the planning and management of the SLC Green Climate Fund (GCF) fee allocation;
- Ensures close monitoring of the SLC Field Programme and support to early corrective action with concerned units/staff, as well as monitoring of both the subregional and national field programme/projects;
- Supports the Subregional Coordinator in the management of regional projects, in particular through coordinating the preparation of work plans with relevant task forces and ensuring implementation accordingly;
- Participates in the resource mobilization initiatives of the Subregional Office of the Caribbean, in support of established strategic priorities;
- Participates in policy dialogue and advises government authorities, local, national and international institutions in the areas of FAO's activities and liaises with other UN agencies in building synergies in programme implementation, monitoring and evaluation and represents FAO at interagency meetings;
- Ensures internal communication and coordination at the programme level and effective and proactive communication on the progress of implementation of programmes/projects among the relevant Country Offices, the Subregional and Regional Offices and Headquarters.

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

#### **Minimum Requirements**

- Advanced university degree in business administration or public administration, social science, economics, food security, political science or a related field;
- Seven years of relevant experience in result-based projects or programme management, administration or related area;
- Working knowledge of English and limited knowledge of French or Spanish.

#### **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 the field of programme/project management and related financial planning and monitoring;
- Extent and relevance of experience in programme/project formulation, analysis, planning and implementation;
- Knowledge of and previous experience in the subregion is an asset;
- Knowledge of the UN system and understanding of FAO policies and programmes 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)

## **FAO IS A NON-SMOKING ENVIRONMENT**