



Food and Agriculture Organization of the United Nations

## Vacancy Announcement No: IRC5923

**Issued on:** 20 November 2018

**Deadline For Application:** 11 December 2018

---

<b>Position Title:</b>	Programme Officer	<b>Grade Level:</b>	P-2
		<b>Duty Station:</b>	Italy, Rome
<b>Organizational Unit:</b>	Climate and Environment Division, CBC	<b>Duration *:</b>	Fixed term: one year (with possibility of extension)
		<b>Post Number:</b>	2007025
		<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 Climate and Environment Division (CBC) contributes to the implementation of FAO's Strategic Programmes by assisting member countries in their responses towards the challenge of climate change, including the mitigation of climate change, as well as the development of adaptive capacities of agriculture, fisheries and forestry to the effects of climate change. It provides a coordination role on climate change and related climate smart agriculture issues. The Division also serves as the focal point for a multidisciplinary and global approach to bioenergy as well as undertaking work and providing support and guidance on tenure issues.

The post is located in the Integrating Agriculture in National Adaptation Plans (NAP-Ag) programme: a multiyear, joint FAO and UNDP programme, funded by the German Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety (BMUB), through its International Climate Initiative (ICI). Through a country-driven process, it supports 11 partner countries to identify and address climate change adaptation measures for the agriculture sectors in relevant national planning and budgeting processes through the formulation and implementation of a National Adaptation Plan (NAP).

### Reporting Lines

The Programme Officer reports to the Natural Resources Officer, leading the NAP-Ag programme.

### Technical Focus

Provide technical support and advice on main issues related to the Agenda 2030 and UN reform, including in the context of implementing the Sustainable Development Goals (SDGs) and the Paris Agreement, international climate change negotiations; and building international collaboration and partnerships to enhance adaptation action.

### Key Results

Develop, implement, monitor and evaluate assigned programme/projects.

### 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).

### Specific Functions

- Reviews FAO policies and strategies, especially speeches, speaking points and background documents of FAO's Technical Committees, MTP/PWB results and milestones;
- Contributes to the preparation of FAO Governing Body meetings and High Level Events;
- Contributes to Knowledge Management-related activities, overall coordination of Technical Networks, and follow up on Audit and Evaluation matters;
- Supports overall coordination of climate change within the 2030 Agenda, in particular FAO's participation in High-level Political Forum on Sustainable Development (HLPF) meetings;
- In collaboration with relevant units, prepares briefs and reports to Senior Management on UN Reform matters, NAPs, climate change and agriculture;
- Liaises with partners, international bodies and partnerships on the topic of climate change adaptation in the agricultural sectors;
- Supports resource mobilization on climate change adaptation;
- Performs other duties as required.

---

### CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

#### Minimum Requirements

- Advanced university degree in political sciences, international relations, natural resources or related field;
- Three years of relevant experience in project or programme management, international cooperation, international administration or related area;
- 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 technical cooperation' related activities, policy advice and analysis relating to food and nutrition security, agriculture and rural development, monitoring and evaluation of policies and programmes;
- Extent and relevance of experience in working with inter-governmental bodies and multi-disciplinary teams
- Demonstrated ability to draft reports and briefs and proven ability to communicate effectively, both orally and in writing.

---

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

---

### 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

---

## **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)

---

## **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**