



Food and Agriculture Organization of the United Nations

Vacancy Announcement No: IRC6040

Issued on: 14 January 2019

Deadline For Application: 04 February 2019

Position Title:	Programme Officer (Decent Rural Employment)	Grade Level:	P-4
		Duty Station:	Italy, Rome
Organizational Unit:	Social Policies and Rural Institutions Division, ESP	Duration *:	Fixed term: one year (with possibility of extension)
		Post Number:	2007059
		CCOG Code:	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 Social Policies and Rural Institutions Division (ESP) coordinates FAO's work on social protection, gender equality, decent rural employment, rural institutions and people's empowerment, and the right to food. It is responsible for working with member countries and other partners to reduce rural poverty through strengthening social protection systems, diversifying rural employment opportunities, reducing gender gaps and other social inequalities in agriculture, strengthening producer organizations, improving the rural poor's access to productive resources and rural services, and achieving the overall goal of realizing the human right to adequate food for all.

The function is located in the Social Policies and Rural Institutions Division.

Reporting Lines

The Programme Officer reports to the Senior Officer leading the Decent Rural Employment (DRE) Team of ESP.

Technical Focus

Support the implementation of DRE Team's portfolio of programmes and projects. In this regard, the Programme Officer will assist in formulating, managing and implementing assigned programmes, projects, activities and initiatives, including those related to capacity building, knowledge management and dissemination.

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 action; liaises with relevant parties; ensures follow-up action;
- 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 and conferences to include proposing agenda topics, identifying participants, preparation of documents and presentations;
- Initiates and coordinates outreach activities; conducts training workshops and 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 provision of policy and technical assistance to selected member countries as well as FAO's technical and decentralized units on DRE, with particular focus on youth;
- Promotes knowledge sharing and best practices on DRE promotion, with particular focus on youth;
- Participates in multidisciplinary teams fostering the FAO internal uptake of DRE priorities and contributes to develop and expand partnerships on DRE with UN and other development partners at the global, regional and national level;
- Provides technical supervision to the interregional programme Integrated Country Approach (ICA) for boosting decent jobs for youth in the agrifood system, while ensuring effective communication with the FAORs in the project countries and the project team in FAO Headquarters and the project country teams;
- Supports FAORs and country teams in the formulation, implementation and monitoring of country work plans under the programme;
- Guarantees participatory monitoring, performance assessment and reporting of global activities, while supervising the national project coordinators in the performance assessment of country level work;
- Supports the selection of national consultants/partners, in close collaboration with the FAO country offices in the programme countries and the project team in FAO Headquarter;
- Collaborates in capacity development activities involving the development of tools and guidance materials related to decent rural employment promotion, planning and organizing of seminars and training workshops at regional and national level, in collaboration with decentralized offices, and the preparation of related information materials, including online tools;
- Coordinates outreach and communication activities related to the programme activities as well as opportunities for interregional dialogue and sharing of good practices;
- Complies with the project's grievance mechanism (second level), including receiving complaints from the National Project Coordinators (or other sources), ensuring complaints' resolution at the project or higher level of the grievance mechanism (FAOR or Regional Office), and documenting the process, all in compliance with the rules agreed with stakeholders and with the relevant FAO internal procedures.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in business administration or public administration, social science, political science or a related field;
- Seven years of relevant experience in project or programme management, 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;
- Team Work;
- Communication;
- Building effective relationships;
- Knowledge Sharing and Continuous.

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 designing, coordinating and implementing development programmes and projects on DRE, with particular focus on youth;
- Extent and relevance of experience in coordinating and liaising with international organizations, non-governmental organizations, national authorities and stakeholders;
- Extent of knowledge of FAO policies and programmes, is considered a strong asset;
- Ability to organize and coordinate meetings and training activities;
- Ability to mobilize resources;
- Working knowledge of English and French or Spanish is considered a strong asset.

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

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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