



Issued on: 1 October 2014

Deadline For Application: 15 October 2014

POSITION TITLE:	Programme and Projects Officer	GRADE LEVEL:	P-3
		DUTY STATION:	Accra, Ghana
ORGANIZATIONAL UNIT:	Regional office for Africa , RAF	DURATION *:	1 year (with possibility of extension subject to continuity of funds)
		POST CODE/N ^o :	unidentified
		CCOG CODE:	1.A.02

**Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged
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.

DUTIES AND RESPONSIBILITIES

Under the General guidance of the Deputy Regional Representative, the direct supervision of the Resilience Coordinator and in close collaboration with the relevant field programme and technical officers in the regional office, the Programme and Projects Officer will provide operational and programme support to resilience programmes in hubs and country offices. In particular, the incumbent will:

- provide operational support for emergency and resilience projects in countries and sub-regions in Africa;
- liaise with FAO technical units to ensure technical quality in emergency and resilience activities
- perform operational backstopping missions upon request to build countries capacity as required;
- analyze country requests, review information and reports and support or participate in the development of concept notes/project proposals as required;
- assist the budget holder in project management, including budgetary management and monitoring of the delivery;
- support actively the implementation of the Strategic Objective – 5 (SO 5) “ on increasing the resilience of livelihoods to threats and crises” initiatives at the regional, sub regional and country levels;
- assist country and sub-regional offices and resilience/humanitarian hubs on programme/project cycle management matters with a particular focus on emergency and resilience;
- assist country offices, as necessary, on issues related to development and implementation of food security cluster, Consolidated Appeal Process (CAP) and other humanitarian appeal;
- support countries to access the Special Fund for Emergency and Rehabilitation Activities (SFERA) funds and request SFERA for regional activities where required;
- support capacity building of countries on subject related to resilience and Disaster Risk Reduction/Management (DRR/M);
- support partnerships with relevant actors (donors, regional institutions, NGOs) to promote FAO's Resilience/strategy;
- support and facilitate the use/adoption of existing Monitoring & Evaluation corporate tools;
- contribute to Regional briefs, knowledge management and best practices documentation and exchange;
- contribute and facilitate level 2 and 3 emergency response;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced University degree in Agriculture, Economics, Business Administration or other field related to the work of the Organization
- Five years of relevant experience in project management/operations and support
- Working knowledge of English and French

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent of and relevance of experience in field project operations in both emergency/rehabilitation and development assistance in the food security and agriculture sector
- Demonstrated ability to analyse field problems related to emergency situations
- Extent of experience in the formulation of project proposals and monitor implementation
- Ability to work in teams, including ability to guide the work of others
- Suitability/willingness to undertake prolonged field missions would be an asset

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

*** The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments**

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

TO APPLY:

For guidelines to applicants, please visit the Application Toolkit at <http://www.fao.org/employment/current-vacancies/project/en/>

Send your application to:

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