



## FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

### Terms of Reference for Consultant ☐/PSA ☒

Minimum number of years of relevant experience required: 1yr ☒ 3yrs ☐ 5yrs ☐ 12+yrs ☐

<b>Job Title:</b>	<b>Program and Reporting Officer - Regional Initiative on Agri-food Trade and Market Integration</b>		
<b>Division/Department:</b>	FAO REU		
<b>Programme/Project Number:</b>	GF		
<b>Location:</b>	Budapest		
<b>Expected Start Date of Assignment:</b>	ASAP/15 March	<b>Duration:</b>	11 months, initial contract for 3 months

#### GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

The FAO REU Regional Initiative on Agri-Food Trade and Market Integration is a program funded by a combination of FAO regular program and project funds. The total value of the Regional Initiative is currently about \$730,000. The primary goal of the Regional Initiative on Agri-food Trade and Market Integration is to support member countries in enhancing the agri-food trade policy environment for small and medium sized enterprises. The Initiative is built on the belief that enhancing the trade policy environment for modern agri-food markets requires the development of capacity both for trade agreements and for domestic food safety and quality standards. Thus, the Initiative will (a) build the capacity of government officials in the implementation of trade agreements, and (b) develop their capacity to create a supportive environment for trade. In addition, (c) the Initiative will develop the capacity of both governments and enterprises to implement international food quality and safety standards.

The Regional Office for Europe and Central Asia in Budapest, Hungary is currently seeking a program and reporting officer for the FAO REU Regional Initiative on Agri-Food Trade and Market Integration. The programme and reporting officer reports to the Regional Initiative Delivery Manager.

The responsibilities of the program assistant are:

- Monitor the budget of the regional initiative and report to the Delivery Manager
- Monitor program activities on a regular basis and report to the Delivery Manager
- Preparation of periodic reports on fulfillment of the program and attainment of milestones, according to the template provided by SP4
- Web site maintenance:
  - Design content for the website of the Regional Initiative
  - Work with the REU Communications Officer to draft content for the website in Russian and English
  - Quality check all content uploaded to the website for the Regional Initiative
- Assist in organizing events to highlight the achievements of the Regional Initiative
- Screen projects for approval and provide recommendations to the RI Delivery Manager/SP4 focal point in REU
- Screen CPFs and provide recommendations to the RI Delivery Manager/SP4 focal point in REU
- Assist in drafting projects, descriptions and promotional material for the Regional Initiative.
- Any other tasks assigned by the RI2 Delivery Manager.

#### REQUIRED COMPETENCIES

##### Minimum requirements:

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- Advanced University degree ( bachelor's degree or higher) in economics, development economics or international economics
- 1 year of working experience (or equivalent)
- Working knowledge of English and Russian
- Computer/word processing skills

Competencies

- Result focus
- Teamwork
- Communication
- Building effective relations
- Knowledge sharing and continuous improvement

Technical Skills:

- Good knowledge of the post-Soviet region
- Working experience with international organization desirable
- Programme management experience desirable

HOW TO APPLY

- **FOR THIS CONSULTANCY POSITION, PLEASE SUBMIT YOUR APPLICATION in PDF format by email to: [REU-Vacancies@fao.org](mailto:REU-Vacancies@fao.org) with the following in the subject line VA FAO/REU/2016/003 and your last name.**
- A duly completed Personal Profile Form (PPF) generated from FAO's iRecruitment portal as a PDF-file is to be submitted by email together with a cover letter. **Please note that attached resumes or CV's in place of the PPF will not be accepted.**
- In order to prepare a Personal Profile Form, you must first register on the FAO iRecruitment site by clicking on the following link to register: <http://www.fao.org/employment/irecruitment-access/en/>  
In order for your application to be properly evaluated, please ensure that all sections of the on-line profile are completed.
- **Deadline for submission of your application: by 01 March 2016**
- Applications received after the closing date will not be given consideration.
- **Only short listed candidates will be contacted.**

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