



Issued on: 17 September 2014

Deadline For Application: 8 October 2014

POSITION TITLE:	Programme Officer (FAOR Network)	GRADE LEVEL:	P-3
		DUTY STATION:	
ORGANIZATIONAL UNIT:	Regional Office for the Near East and North Africa (RNE)	DURATION *:	Fixed Term: one year (with possibility of extension)
		POST CODE/N°:	
		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 duty stations within the region depending on the evolving needs of the Organization

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the ADG/Regional Representative for the Near East and North Africa (RNE) and the supervision of the Senior Field Programme Officer, with functional guidance from relevant HQ units in the Corporate Services, Human Resources and Finance Department (CS), the Office of Strategy, Planning and Resources Management (OSP), the Office of Support to Decentralization (OSD), and in collaboration with the Strategy and Planning and Budget Officer in RNE, the incumbent will provide budget management and monitoring support as well as training to FAO Representations staff with a view to streamlining effective budgetary, operational and administrative functions in the Near East and North Africa FAOR Network. The incumbent will also contribute to strengthening partnership and knowledge networks within and outside the Organization, supporting country-level actions guided by FAO's country Programme Framework (CPF) as well as increasing South-South and triangular cooperation. In particular, the incumbent will:

- support country-level actions guided by FAO's country Programming Frameworks (CPFs), subregional and regional priority frameworks and higher-level strategic frameworks of the Organization in order to transform FAO's knowledge products into country-level results and impacts;
- review requests/proposals related to country offices' budgets, operations, administration/management and recommend appropriate actions/decisions;
- prepare consolidated Periodic Budgetary Reports on country offices, including preparation of staff planning according to expected occupancy of posts across various Organizational Outputs as well as AOS-funded posts;
- contribute to the preparation of the biennial Programme of Work and Budget for RNE and, in particular, the FAOR Network, and also to the development of results-based management concepts and policies;
- coordinate and consolidate the preparation of FAO country offices' yearly budget allotments and budget revisions as required, including AOS expected;
- liaise with relevant HQ units, and in particular OSD, CS and OSP, on policy and procedural matters to facilitate the solution of operational, administrative and financial problems in FAO Representations, to implement new systems, policies and procedures and make recommendations thereon;
- contribute to the monitoring, review and reporting of FAO's field programme operated by FAORs at country level and to provide related operational support;
- monitor data base records of Government Cash and In-Kind contributions to FAO country offices;
- contribute to ensuring the implementation of improvements of offices' premises and their compliance with MOSS standards;
- interact with Internal and External Auditors and prepare replies to audit observations and queries;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree in public and/or business administration or in a related field
- Five years of professional experience directly related to programming/planning work or administering development and programmes at a national or international level including practical experience with budget formulation and management
- Working knowledge of English and limited knowledge of one of the other official languages of FAO (Arabic, Chinese, French, Russian and Spanish)

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent and relevance of experience in functions related to the operations and administration of development assistance programmes in the field
- Extent and relevance of experience in national, international and/or UN Organizations in assistance programmes
- Demonstrated sound judgement and ability to analyse problems and develop alternative solutions including the preparation of policy proposals
- Initiative and sense of responsibility, ability to work under pressure
- Excellent communication skills both orally and in writing
- Working experience in the region, knowledge of FAO field programme and an advanced degree in public and/or business

administration or in a related field will be considered an asset

- Work experience in more than one location or area of work, particularly in field positions is desirable

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:

V.A **RNE-69-14-PRJ**
HR Officer
11 Al Eslah El Zerai Street, Dokki, Cairo, Egypt
Fax No:
E-mail: **RNE-69-14-PRJ@fao.org**

Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

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