



Issued on: 17 September 2014

Deadline For Application: 8 October 2014

POSITION TITLE:	Programme Officer	GRADE LEVEL:	P4
		DUTY STATION:	Cairo, Egypt
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 activities and/or duty stations depending on the evolving needs of the Organization.

DUTIES AND RESPONSIBILITIES

Under the overall managerial and administrative leadership of the Assistant Director-General/Regional Representative for the Near East and North Africa, the direct supervision of the Senior Field Programme Officer, and in close consultation with the Delivery Manager of the Regional Initiative on “ Building resilience for enhanced food security and nutrition in the NENA”, the incumbent will be responsible for development and implementation of operational activities of programmes in countries assigned. In particular, he/she will perform the following tasks:

- participate in and contribute to project formulation and preparation, including appraisal and operational clearance of project documents, preparation of budgets and active membership of project task forces as well as of project and programme formulation missions, as appropriate;
- support resource mobilization to ensure linkages between corporate, regional and country level resource mobilization efforts for preparedness, response and transition; support RNE resource mobilization activities related to the mapping of donors and resource partners' humanitarian priorities in the region and assist, in liaison with resource mobilization focal points at RNE and HQ, in developing and maintaining relationships with the humanitarian resource partners; support maintenance of tracking and reporting system on mobilized resources;
- once projects are approved and the budget holder is designated, coordinate all inception activities including organization of Project Task Forces, arrange for: operational/ technical/financial clearances of LoAs, as appropriate; technical clearances of technical specifications for national/international procurement actions including tenders in consultation with CSAP, as appropriate; recruitment of international consultants/experts and related logistics; organization of briefings and provision of overall operational guidance and support in particular to decentralized offices;
- coordinate and arrange for technical clearances of project progress, final and ad hoc reports; including identification of project follow-up requirements; undertake operational backstopping missions and liaise with donors and government authorities at appropriate level;
- contribute to the monitoring of field programme implementation in the region, including the pipeline of related field projects in close collaboration with other units in the Regional Office, HQ and at the country level; contribute to the preparation of delivery estimates and advise responsible offices on major issues affecting the operation of specific projects;
- as a member of the delivery team of the Regional Initiative on “ Building resilience for enhanced food security and nutrition in the NENA”, contribute to the development of FAO resilience programme in the Region, including the implementation of the Regional Initiative;
- in case of a new emergency situation, liaise with COs and HQ, as appropriate, following the onset or resurgence of a crisis to ensure timely preparation of Flash Appeals, briefs, concept notes, etc. in collaboration with decentralized offices and TCE;
- in the context of new emergencies, in liaison with decentralized offices and TCE, as appropriate, support the mobilization of human and financial resources for needs assessment; support the formulation of the assessments; and arrange for Special Fund for Emergency and Rehabilitation Activities (SFERA) requests if/as necessary;
- support the overall planning of emergency programme at regional level including contribution to the preparation of humanitarian response plans (CAPs, Flash Appeals, etc.) and Action Plans and provide related operational and backstopping support to COs under RNE responsibility;
- coordinate and liaise with other UN organizations, non-governmental organizations and donors at the appropriate level to ensure the best preparation and implementation of humanitarian activities in countries under RNE responsibility; participate in humanitarian fora at the appropriate level related to humanitarian relief matters;
- perform other duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree in agriculture, economics, business administration and management, international relations or other field related to the work of the Organization
- Seven years of relevant experience in programming/planning and/or administering development and programmes at a national and/or international level
- Working knowledge of English and limited knowledge 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 the in programming/planning and/or administering development and programmes at a national and/or international level
- Extent and relevance of experience in project identification, programme and project formulation analysis and implementation
- Demonstrated ability to manage time and resources efficiently, monitoring progress and making adjustments as necessary to deliver work to set standards and deadlines
- Excellent communication skills both orally and in writing and demonstrated ability to draft in English
- Knowledge of field programme issues in the Near East and North Africa Region is considered a strong asset
- Work experience in more than one location or area of work, particularly in field positions is desirable
- Extent and relevance of academic qualifications

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-70-14-PRJ**
HR Officer
11 Al Eslah El Zerai Street, Dokki, Cairo, Egypt
Fax No:
E-mail: **RNE-70-14-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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