



Issued on: 17 September 2014

Deadline For Application: 8 October 2014

POSITION TITLE:	Programme and Budget Officer	GRADE LEVEL:	P-3
		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 guidance of the ADG/Regional Representative for the Near East and North Africa with policy and technical guidance from the Office of Strategy Planning and Resources Management (OSP), in close collaboration with relevant technical and operational staff in the region and subregions, the incumbent is responsible for the overall preparation of the regional strategic, programme and budget plans and monitoring and reporting of programme implementation. In particular, the incumbent will:

- Coordinate the formulation and preparation of the region's inputs into the Medium Term Plan (MTP)/ Programme of Work and Budget and related strategic documents ensuring they reflect country, regional and global strategic priorities;
- Coordinate the preparation and implementation of the biennial workplans, the preparation of periodic budgetary report (PBRs) and other regional inputs into the corporate results-based monitoring and reporting processes;
- Monitor the implementation of regional programmes and allocations ensuring that expenditures are within authorized levels and are compliant with corporate policies, standards and procedures;
- Monitor of business plans and budget execution directly with RNE delivery managers of the Regional Initiatives as necessary and reporting expenditure and staffing to senior management;
- Advise delivery managers of the RNE Regional Initiatives in the management and monitoring of the allocation and expenditure of non-staff resources allocated to the Regional Initiatives.
- Coordinate the planning of human resource management expenditure; monitor and control staff and non-staff human resources to ensure achievement of regional programmes and management objectives;
- Analyze cost estimates and budget proposals, including programmatic aspects to ensure compliance with the Strategic Framework;
- Review and finalize budget performance reports, analyzing variances between approved budgets and actual expenditures;
- Lead and deliver analyses associated with regional programmatic resources mobilization allocation and expenditure trends
- Perform other duties as required

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree in Accounting, Economics, Business/Public Administration, Social sciences, Management sciences or a related field
- Five years of relevant experience at national or international level in programme formulation and planning, including experience in results based budgeting, financial management, programme implementation analysis, monitoring and reporting
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Russian, Arabic or Chinese

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent and relevance of experience in results-based approaches to strategic planning, programme and budgetary management, and resource mobilization
- 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 and presentation skills, both orally and in writing
- Demonstrated ability to analyze programme proposals, make synthesis reports and monitor programme implementation
- Demonstrated ability to interpret rules and regulations and develop standard procedures
- 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-71-14-PRJ**
 HR Officer
 11 Al Eslah El Zerai Street, Dokki, Cairo, Egypt
 Fax No:
 E-mail: **RNE-71-14-PRJ@fao.org**

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