



Issued on: 27 August 2015

Deadline For Application: 30 September 2015

POSITION TITLE:	Programme Officer (GEF Portfolio)	GRADE LEVEL:	P-4
		DUTY STATION:	Apia, Samoa
ORGANIZATIONAL UNIT:	Subregional Office for the Pacific Islands, SAP	DURATION*:	Fixed Term: 2 years
		POST NUMBER:	
		CCOG CODE:	1A02

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

**Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.
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.

Organizational Setting

FAO's Subregional Office for the Pacific is responsible for developing, promoting, overseeing and implementing agreed strategies for addressing sub-regional food, agriculture and rural development priorities. It develops and maintains relations with Pacific institutions. The Subregional Office is a subsidiary of FAO's Regional Office for Asia and the Pacific.

The post is located in the Multidisciplinary Team,

Reporting Lines

The Programme Officer reports to the Subregional Coordinator for the Pacific, through the Supervisor of the Multi-disciplinary Team, and will work in close consultation with the Operations Officer of the FAO-GEF portfolio in the Pacific, Lead Technical Officers (LTOs), Project Task Forces and the GEF Unit in the Investment Centre Division.

Technical Focus

The identification, preparation and implementation of projects for financed by the Global Environment Facility and other resource partners

Key Results

Develops, implements, evaluates, effective leadership and management of major projects and teams

Key Functions

- Develops, implements and evaluates assigned programmes/projects, etc.; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and initiates corrective actions; liaises with relevant parties; ensures follow-up actions;
- Performs consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change;
- Researches, analyzes and presents information gathered from diverse sources;
- Coordinates policy development, including the review and analysis of issues and trends, preparation of impact evaluation or equivalent studies, etc.;
- Generates survey initiatives; reviews, analyzes and interprets responses, identify problems/issues and prepares conclusions;
- Organizes and prepares written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.;
- Provides substantive backstopping to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.;
- Initiates and coordinates outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities;
- Leads and/or participates in large, complex field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.;
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).
- Identifies opportunities for projects for financing by the Global Environment Facility and other resource partners;
- Coordinates the preparation of project proposals in the Pacific region for GEF and other donor financing;
- Supports, advises, and monitors individual GEF-project implementation teams to maintain and improve project delivery.
- Performs other related duties as required

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in business administration or public administration, social science, or a technical field related to the project portfolio
- Seven years of relevant experience in project or programme management, administration or related area

- Working knowledge of English

Competencies

- Results Focus
- Team Work
- Communication
- Building effective relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is desirable
- Extent and relevance of experience in the field of administration, human resources, finance and management
- Extent and relevance of experience in programme/project formulation, analysis, planning and implementation
- Extent of knowledge of planning and budgetary processes and associated tools
- Understanding of FAO policies and programmes is considered a strong asset

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills.
- Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview.
- Your application will be screened based on the information provided in your iRecruitment online profile (see “*How to Apply*”). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list.
- Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years.
- Candidates may be requested to provide performance assessments.

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm

HOW TO APPLY

TO APPLY: Carefully read and follow the Guidelines to applicants

Send your application to:

SAP-52-15-PRJ
Ms Daisy Koria
FAO APIA, SAMOA
Fax No: +685 31313
E-mail: **VA-Prog.Officer-GEF@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.