



Issued on: 8 February 2013

Deadline For Application: 1 March 2013

POSITION TITLE:	EMERGENCY PROGRAMME OFFICER	GRADE LEVEL:	P-3
		DUTY STATION:	Khartoum, the Sudan
ORGANIZATIONAL UNIT:	Emergency and Rehabilitation Division	DURATION *:	One year (extendable)
	TCEOH	POST CODE/N°:	unidentified
		CCOG CODE:	1.S.0.1

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

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the FAO Representative, the direct supervision of the Senior Emergency and Rehabilitation Coordinator, and in consultation with the relevant technical divisions, the Emergency Programme Officer will provide support in the analysis, development and implementation of operational activities of field emergency projects. In particular, he/she will:

- handle day-to-day country or regional emergency and rehabilitation operations including procurement, recruitments and budgetary management /monitoring of the approved field expenditures;
- ensure the harmonization of planned interventions under different projects;
- assist the Emergency Coordinator in the coordination of technical, administrative and operational personnel under the emergency and rehabilitation projects/programme;
- liaise with the technical personnel in the emergency unit and at the FAO Representation and in FAO technical units to ensure technical quality in emergency and rehabilitation activities;
- participate in the design of emergency and rehabilitation country and/or regional projects and programmes relating to the agricultural sector including animal health and food chain emergencies, in coordination with the concerned technical units;
- participate in FAO or UN interagency field assessments in the country or region of assignment to evaluate the relief requirements in different fields of the agricultural sector;
- specify quantities and determine technical specifications of agricultural inputs to be provided per beneficiary family and;
- participate in the preparation of briefs, progress and final reports and final statements related to the country or regional programme to be shared with recipient governments and donors;
- prepare for and participate in technical meetings at country or regional level related to the emergency programme in the country/region or humanitarian relief matters;
- liaise with other UN organizations, and partners (NGOs, national authorities, donors,, etc.) involved in relief and emergency activities to ensure the best preparation and implementation of FAO's emergency programme;
- assist in fund mobilization efforts at country or regional level through liaison with donors' representations/missions in the country/region;
- perform other related duties as required.

**** APPOINTMENT/PROMOTION TO THIS POSITION IS TEMPORARY AS ITS DURATION IS FOR ONE YEAR, WITH POSSIBILITY OF EXTENSION**

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in agriculture or other agricultural-related field;
- Five years of relevant experience in agricultural and rural development, including in developing countries and emergency operations;
- Working knowledge of English.

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent of relevant experience in analysing complex field problems related to emergency and rehabilitation situations;
- Extent of experience in agriculture emergency project formulation, technical development and budget allocation, project implementation and evaluation in a volatile security context;
- Knowledge of the United Nations humanitarian administrative, operational and financial procedures and/or experience in working with other humanitarian organizations;
- Familiarity with fundraising, coordination with technical and financing institutions, UN interagency cooperation as well as UN-NGO collaboration;
- Ability to plan and organize activities;
- Ability to work under pressure with tight deadlines and within multidisciplinary and different cultural background teams;
- Excellent oral and written communication skills;
- Familiarity with the geographical region.

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/>

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 **TCE-871-13-PRJ**
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