



Food and Agriculture Organization of the United Nations  
PROFESSIONAL VACANCY ANNOUNCEMENT N°: TCS-22-15-PRJ

Issued on: 17 April 2015  
Deadline For Application: 1 May 2015

POSITION TITLE:	<b>Programme Officer</b>	GRADE LEVEL:	<b>P-4</b>
		DUTY STATION:	<b>Rome</b>
ORGANIZATIONAL UNIT:	South-South Cooperation and Resource Mobilization Division, TCS Technical Cooperation Department, TC	DURATION :	<b>Fixed-Term, 1 year</b>
		POST NUMBER:	<b>unidentified</b>
		CCOG CODE:	<b>1A11</b>

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

**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

The TC Department is responsible for three interrelated functions to support the achievement of results under the Strategic Framework: assisting in mobilizing resources and South-South Cooperation; preparing for, and responding to, food and agriculture threats and crisis; programming of investments for agriculture, rural development, food security, nutrition and resilience.

TCS leads FAO's activities regarding South-South Cooperation (SSC) partnership and Resource Mobilization to support the Organization's strategic priorities for hunger eradication, sustainable production, rural poverty reduction, development of improved and inclusive food systems and building resilience of livelihoods to threats and crisis.

The Division serves as entry point with Resource and SSC partners and coordinator for the Organization's mobilization of voluntary contributions. TCS also oversees, coordinates and facilitates South-South and triangular cooperation partnerships across the Organization as an effective mechanism for implementing FAO's Strategic Framework, through the exchange of development solutions, promotion of platforms for knowledge management and networks, mobilization of upstream policy support, and fostering enabling environment for effective SSC among countries in the global south. It oversees the reporting to partners on the results achieved. TCS has four teams.

The Project Cycle and Operations Support Team, one of four TSC teams, provides guidance and support to units responsible for operating projects. The team is responsible for:

- development of corporate guidance and procedures on the project cycle;
- high-level monitoring of compliance with donor agreements, project's operational rules and budgetary delivery;
- providing Help Desk support for Regional Offices and headquarters units on operational modalities of projects;
- capacity development of relevant units at headquarters and in Decentralized Offices on operational management of projects.

The post is located in the Project Cycle and Operations Support unit of the South-South and Resources Mobilization Divisions (TCS) of the Technical Cooperation Department (TC).

### Reporting lines

The Programme Officer reports to the Senior Programme Officer heading the Project Cycle and Operations Support unit.

### Technical Focus

Fiduciary standards, policy setting, operational procedures, quality assurance, compliance.

### Key Results

Corporate policy, guidance and procedures on the project cycle developed and updated, strategic focus and quality of all FAO's projects and programmes improved, accountability and quality enhanced through the application of results-based management (RBM) principles.

### Key Functions

- Review, develop and further enhance procedures for project cycle management in line with FAO policies;
- Integrate South-South Cooperation and FAO-GEF procedures into FAO's Corporate Project Cycle;
- Ensure uptake and roll out of the project cycle guide including GEF specific requirements by Decentralised Offices and Headquarters units;
- Provide information and hands on support to project Budget Holders and Technical Officers in all locations on project cycle management including FAO-GEF project
- Manage the refinement and roll-out of results-based monitoring, performance assessment and reporting for trust fund projects;
- Ensure mainstreaming of FAO environmental and social safeguards into FAO's Project Cycle Guide and related procedures;
- Contribute to corporate capacity building and learning programmes on project cycle management including FAO-GEF specific requirements;
- Perform any other duty as required.

## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

---

### Minimum Requirements

- Advanced university degree in development studies, political science, economics, public policy, international relations, or a related field
- Seven years relevant experience in international development organizations in the area of accountability, quality assurance, policies, procedures and tools for project cycle management, monitoring, performance assessment and reporting on results
- Working knowledge of English and French

### Competencies

- Results Focus;
- Teamwork;
- 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 formulating policies and procedures
- Demonstrated knowledge and experience in applying Result Based Management approach
- Sound understanding and experience in mainstreaming UN Common Country Programming Principles and fiduciary standards of key resource partners
- Extent of analytical skills
- Sound understanding of the functioning of UN agencies and resources partners
- Experience in delivery training is desirable
- Working knowledge of Spanish is an asset

---

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

**All candidates should possess computer/word processing skills**

---

### 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](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm)

---

### HOW 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:

VA No. **TCS-22-15-PRJ**

E-mail: [VA-22-15-PRJ-TCS@fao.org](mailto:VA-22-15-PRJ-TCS@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

---

FAO IS A NON-SMOKING ENVIRONMENT

---