



Food and Agriculture Organization of the United Nations

Vacancy Announcement No: 1900495

Issued on: 1 March 2019

Deadline For Application: 22 March 2019

Position Title:	Programme Officer (Gender Equality and Women's Empowerment)	Grade Level:	P-4
Organizational Unit:	Social Policies and Rural Institutions Division, ESP	Duty Station:	Italy, Rome
		Duration *:	Fixed term: one year with possibility of extension
		Post Number:	2007124
		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

- **FAO is committed to achieving workforce diversity in terms of gender and nationality**
- **People with disabilities are protected from any type of discrimination during any stage of employment, including the recruitment phase**
- **All applications will be treated with the strictest confidentiality**
- **The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization**

Organizational Setting

The Social Policies and Rural Institutions Division (ESP) coordinates FAO's work on social protection, gender equality, decent rural employment, rural institutions and people's empowerment, and the right to food. It is responsible for working with member countries and other partners to reduce rural poverty through strengthening social protection systems, diversifying rural employment opportunities, reducing gender gaps and other social inequalities in agriculture, strengthening producer organizations, improving the rural poor's access to productive resources and rural services, and achieving the overall goal of realizing the human right to adequate food for all.

The function is located in the Social Policies and Rural Institutions Division (ESP).

Reporting Lines

The Programme Officer reports to the Senior Gender Officer, ESP.

Technical Focus

Provide overall coordination to the implementation of the Joint Rome Based Agencies (RBA) Project entitled, 'Taking gender transformative approaches to scale for impact on SDG2 to end hunger, achieve food security and improved nutrition, and promote sustainable agriculture'. The incumbent will work in close consultation with the Technical Advisory Committee (TAC) of the project, comprising of technical staff from the RBAs. In this regard, the Programme Officer will assist in formulating, managing and implementing assigned programmes, projects, activities and initiatives, including those related to capacity building, knowledge management and dissemination.

Key Results

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

Key Functions

- Develops, implements and evaluates assigned programmes/projects; monitors and analyses programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and initiates corrective action; liaises with relevant parties; ensures follow-up action;
- 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, analyses 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;
- Generates survey initiatives; reviews, analyses and interprets responses, identifies problems/issues and prepares conclusions;
- Organizes and prepares written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications;
- Provides substantive backstopping to consultative and other meetings and conferences to include proposing agenda topics, identifying participants, preparation of documents and presentations;
- Initiates and coordinates outreach activities; conducts training workshops and seminars; 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;
- 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).

Specific Functions

Planning and coordination

- Leads and coordinates the Joint Project on Gender Transformative Approaches (JP-GTA) to achieve results in line with the annual work plans and budget, as well as outputs and activities outlined in the project document;
- Organizes and facilitates regular meetings of the Oversight Committee and Technical Advisory Committee (TAC), including preparing technical content;
- Supports the organization of fora and/or consultative workshops or inter-agency meetings and communication activities related to the programme activities;
- Consolidates annual project results reported by each of the agencies for submission to the donor.

Implementation support and knowledge management

- Coordinates activities to develop and finalize the theory of change for Gender Transformative Approaches (GTA) in food security, nutrition and sustainable agriculture, and the requisite indicators for the outputs, outcomes and impacts;
- Strengthens the Gender Transformative Approaches (GTA) dimensions in existing guidance materials and tools;
- Supports the preparation of learning, capacity development, knowledge and advocacy materials;
- Supports the implementation and monitoring of the field-testing activities;
- Supports the Joint Project on Gender Transformative Approaches (JP-GTA) in identifying, documenting and disseminating good practices and lessons learned;
- Revises the draft communication and visibility strategy for the Joint Project on Gender Transformative Approaches (JP-GTA).

Monitoring and Reporting

- Develops a monitoring framework for the Joint Project on Gender Transformative Approaches (JP-GTA) that encompasses all the agency-level activity plans;
- Leads the preparation of Joint Project on Gender Transformative Approaches (JP-GTA) reports (including mid-term review and reflection process), based on inputs from the RBAs, focusing on activities, results, synergies, challenges, lessons learned and recommendations;
- Ensures compliance with the project's grievance mechanism, including complaints' resolution, in compliance with FAO internal procedures.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in business administration or public administration, social sciences, rural sociology, agriculture economics, social anthropology, rural development or other relevant field;
- Seven years of relevant experience in analysing and integrating gender dimensions into policy and programme formulation and implementation, particularly in the context of agriculture, food security and nutrition, including capacity development programmes and tools;
- Working knowledge of English, and limited knowledge of French or Spanish, or any one of the other UN languages.

Competencies

- Results Focus
- Team Work
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous

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 designing, coordinating and implementing development programmes and projects on gender equality and women's empowerment;
- Extent and relevance of experience in coordinating and liaising with international organizations, non-governmental organizations, national authorities and stakeholders;
- Understanding of FAO policies and programmes is considered a strong asset;
- Demonstrated ability to organize and coordinate meetings and training activities;
- Ability to mobilize resources.

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

GENERAL INFORMATION

- All candidates should possess computer/word processing skills
- Candidates endorsed in the selection process for this vacancy announcement will be considered for the FAO Professional Employment Roster for a period of two years. The Roster is used to fill other similar positions at the same or lower grade, and in the same or another duty station
- FAO reserves the right not to make an appointment, to make an appointment at a lower grade, or to make an appointment with a modified job description.

CONDITIONS OF SERVICE

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

Other benefits, subject to eligibility, include:

- Dependency allowances
- Rental subsidy
- Education grant for children
- Home leave travel
- 30 working days of annual leave per year
- Pension fund entitlements under the UN Joint Staff Pension Fund
- International health insurance; optional life insurance
- Disability protection

FAO encourages a positive workplace culture to increase inclusivity and diversity within its workforce. FAO applies measures in which all staff members contribute equally and in full to the work and development of the Organization. This includes:

- elements of family-friendly policies
- flexible working arrangements
- standards of conduct

HOW TO APPLY

- To apply, visit the recruitment website at https://jobs.fao.org/careersection/fao_external/jobdetail.ftl?job=1900495 and complete your online profile. We strongly recommend that your profile is accurate, complete and includes your employment records, academic qualifications and language skills;
- Candidates are requested to attach a letter of motivation to the online profile;
- Once your profile is completed, please apply and submit your application;
- Your application will be screened based on the information provided on your online profile;
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognized in the IAU/UNESCO list;
- Candidates may be requested to provide performance assessments and authorization to conduct verification checks of past and present work, character, education, military and police records to ascertain any and all information which may be pertinent to the employment qualifications;
- Incomplete applications will not be considered;
- Only applications received through the FAO recruitment portal will be considered;
- Vacancies will be removed from the recruitment portal at 23:59 Central European Time (CET) on the deadline for applications date;
- We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: Careers@fao.org

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