		Issued on:	**4 August 2015**
		Deadline For Application:	**25 August 2015**

POSITION TITLE:	**Liaison Officer**	GRADE LEVEL:	**P-4**
		DUTY STATION:	**Moscow, Russian Federation**
ORGANIZATIONAL UNIT:	**LIAISON OFFICE WITH THE RUSSIAN FEDERATION (LOR)**	DURATION:	**Fixed Term: 2 years**
		POST NUMBER:	**2005081**
		CCOG CODE:	**1.A.10**

**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**

Organizational Setting

The Liaison Office with the Russian Federation (LOR) is responsible for the liaison with the Government of the Russian Federation, the country's civil society and the International Organizations based in the Russian Federation. The position is located in Moscow.

Reporting Lines

The Liaison Officer reports to the Director of the Liaison Office with the Russian Federation (LOR).

Technical Focus

To participate on behalf of FAO in sessions and meetings and to promote actively interactions with offices and organs of the Government of the Russian Federation, country's civil society and International Organizations based in the Russian Federation; to develop drafts documents and to initiate correspondence on any matters of concern of the Liaison Office.

Key Results

Provide strategic policy and political analytical support to the Director LOR. The establishment and maintenance of relations with Members and external development partners operating in the Country of assignment and monitor developments affecting nutrition, food and agriculture. Represent the Organization at meetings which address matters that fall within the mandate of FAO.

Key Functions

- Builds network of collaboration with governmental and organizational counterparts to facilitate programme coordination and promotion;
- Monitors and identifies critical programme issues where FAO inputs/involvement is needed, organize information flows from external collaborators to programme units;
- Identifies opportunities for FAO to project organizational capacities and priorities into agendas and activities at the UN Common System level and with counterparts;
- Assesses FAO participation in interagency forums, identifies areas to improve effectiveness of FAO communication strategies and approaches;
- Builds awareness within FAO of the perspective and priorities of collaborators, assists FAO programme unit with networking with external counterparts;
- Promotes FAO positions and capacities in collaborative activities with external counterparts;
- Represents FAO in receiving visitors and facilitates replies to institutional and public inquiries on subjects falling within the competence of FAO;
- Facilitates mobilization of resources for partnerships in support of agriculture and food security to support countries of mutual interest;
- Carries out programming, budgetary and administrative work in support of the Office activities.

Specific Functions

- Selects and provides information on food, agriculture and rural development issues and on FAO activities to the Government of the Russian Federation and private sector in the Russian Federation;
- Analyses, monitors and reports on development policies in the Russian Federation concerning technical and economic cooperation and subjects related to FAO's field of competence and with potential implications for its activities;
- Ensures the prompt and orderly flow to FAO headquarters of documents, reports and publications of the Government of the Russian Federation and keep appropriate Units at HQs informed of matters of common interest within the liaison function;
- Promotes a wider dissemination of the Russian language within FAO and in the organization of translation and publishing of FAO documents in the Russian language;
- Advises staff visiting the Russian Federation on mission in the discharge of their assignment and facilitate their contacts with the Government of the Russian Federation and institutions with which FAO maintains working relations.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in Agriculture, Social or Political Sciences, Economics, Public Administration, International

Relations or a related field relevant to the work of the Organization
- Seven years of relevant experience in development work and /or designing and managing projects, interacting with social partners and with governments, international organisations, research institutions, civil society and the private sector
- Working knowledge of English and Russian (knowledge of other official languages of the Organization (Arabic, Chinese, French or Spanish) is considered an asset)

Competencies
- Results Focus
- Teamwork
- Communication
- Building effective relationship
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills
- Extent and relevance of experience in a field relevant to the work of the Organization and development work and/or designing and managing projects, interacting with social partners and with governments, international organisations, research institutions, civil society and the private sector
- Depth of knowledge of FAO's programmes and priorities is considered a strong asset
- Work experience in more than one location or area of work, particularly in field positions is desirable
- Extent and relevance of experience in policy development, policy coordination and project planning

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

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

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

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, visit the iRecruitment website at http://www.fao.org/employment/irecruitment-access/en/ and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment 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: iRecruitment@fao.org

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