



Issued on: 13 May 2014

Deadline For Application: 10 June 2014

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POSITION TITLE:	<b>Programme Officer</b>	GRADE LEVEL:	<b>P-3</b>
		DUTY STATION:	<b>Rome, Italy</b>
ORGANIZATIONAL UNIT:	<b>Office of the Director (OCCD)</b>	DURATION:	<b>Fixed Term: 2 years</b>
	<b>Office for Corporate Communication (OCC)</b>	POST NUMBER:	<b>1046810</b>
		CCOG CODE:	<b>1.A.02</b>

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**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**

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### Organizational Setting

The Office for Corporate Communication (OCC) is responsible for all corporate and internal communication activities of the Organization. It ensures coherence and consistency in FAO's corporate messaging and communications' outputs, as well as enables cost-effectiveness in use of communication-related resources across the Organization.

### Reporting lines

The Programme Officer reports to the Deputy Director, OCC

### Technical Focus

- Implementation, monitoring and evaluation of programmes, operations and other activities in an assigned functional area

### Key Results

- Develop, implement, monitor and evaluate assigned programme/projects

### Key Functions

- participates in the development, implementation and evaluation of 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 proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions;
- assists in policy development, including the review and analysis of issues and trends, preparation of impact evaluation or equivalent studies, etc.;
- prepares various written outputs, e.g. drafts background papers, analysis, sections of reports and studies, inputs to publications, etc.;
- undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities
- coordinates activities related to budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.);
- performs other duties as required

### Specific Functions

- coordinates programme planning and formulation and/or revision of divisional inputs to the strategic framework, medium-term plan and Programme of Work and Budget (PWB) with due regard to coherence with corporate priorities;
- contributes to the preparation of annual work plans and provides advice to the budget holder(s) on the utilization of staff and non-staff resources, and monitors programme and budget implementation, for both regular programme and extra-budgetary activities;
- provides administrative support at the divisional level, including, consolidation and review of the travel schedules, supervision of records management systems, management of office space, etc.

**The French and Spanish versions will be published shortly**

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### Candidates will be assessed against the following

#### Minimum Requirements

- Advanced university degree in business administration or public administration, social science, political science or a related field
- Five years of relevant experience in project or programme management, administration or related area
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian

#### Competencies

- Results Focus
- Teamwork

- Communication
- Building Effective Relationship
- Knowledge Sharing and Continuous Improvement

### Technical/Functional Skills

- Extent and relevance of experience in managing and coordinating complex technical and/or operational programmes, including the "programme cycle"
- 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
- Direct experience with Budget Holder responsibilities is considered a strong asset
- Work experience in more than one location or area of work, particularly in field positions is desirable

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

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

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#### ADDITIONAL INFORMATION

- 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.

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#### 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 to the online profile a letter of motivation.
- 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](mailto:iRecruitment@fao.org)

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#### 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/>

FAO IS A NON-SMOKING ENVIRONMENT

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