



Food and Agriculture Organization of the United Nations

## Vacancy Announcement No: IRC5617

Issued on: **3 July 2018**  
Deadline For Application: **24 July 2018**

<b>Position Title:</b>	Programme Officer (Global Food Security Cluster Programme)	<b>Grade Level:</b>	P-4
<b>Organizational Unit:</b>	Emergency and Rehabilitation Division, TCE	<b>Duty Station:</b>	Italy, Rome
		<b>Duration *:</b>	Fixed term: 1 year with possibility of extension
		<b>Post Number:</b>	2006902
		<b>CCOG Code:</b>	1A02

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

**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 Emergency and Rehabilitation Division is responsible for ensuring FAO's efforts to support countries and partners in preparing for and effectively responding to food and agricultural threats and crises. It is responsible for coordinating the development and maintenance of corporate tools and standards to enable Decentralized Offices to assist member countries to prepare for, and respond to emergencies. TCE ensures humanitarian policy coordination and knowledge, liaison with the Inter-Agency Standing Committee as well as with humanitarian resource partners, co-leadership with World Food Programme of the global Food Security Cluster, organizational preparedness, surge capacity and response to large-scale emergencies. TCE supports food and nutrition security assessment and early warning activities related to emergency and humanitarian analysis and responses. TCE plays a major role in the development and leadership of the Organization's programme to increase the resilience of livelihoods to food and agriculture threats and crises (SO5).

### Reporting Lines

The Programme Officer reports to the Global Food Security Cluster Coordinator, overall supervisor of the gFSC Global Support Team and to the Senior Programme Policy Officer in WFP.

### Technical Focus

Support to implementation of gFSC Strategic Plan 2017-2019, as per below key functions.

### 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**

- Supports gFSC operation and strategic planning in collaboration with the Global FS Cluster Coordinator (GCC) and senior staff;
- Ensures delivery of activities against the Global Food Security Cluster Strategic Plan (2017/19);
- Leads inter-agency coordination, implementation of the Transformative Agenda, resource mobilization, humanitarian strategic planning, and relevant technical working group activities;
- Supports the integration and coordination of FAO's contribution to FSC operations under the programmatic guidance of the GCC;
- Supports FAO/ WFP coordination for emergency recovery activities and programmes strengthening resilience of affected households and communities.
- Ensures with the GST management team, the management of resources allocated to gFSC for implementing the work plan and core activities;
- Oversees and reviews regularly the GST funding situation and the resource requirements and mobilizes resources for the gFSC through different channel
- (Supports the Global Coordinator and the Senior Programme Policy Officer in team management functions.
- Co-leads with the Programme Officer responsible of the information management systems, the implementation of the Result 1 of the gFSC Strategic Plan 2017-19' Strengthened effectiveness of Food Security coordination systems at country level;
- Contributes to the implementation of the other 3 results of the gFSC Strategic Plan 2017-19;
- Acts as geographic focal points for a number of countries with food security coordination solutions (fine-tuning of countries distribution done quarterly)

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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.
- Seven years of relevant experience in inter-agency coordination and field operations management.
- Working knowledge of English and French

#### **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
- Demonstrated ability to analyse and respond to complex emergencies;
- Extent and relevance of experience in identifying and preparing programme strategies and policy position on humanitarian and transition contexts, at both global and country levels.
- Extent of knowledge of international humanitarian architecture, including agencies, NGOs, and other partners.
- Extent and relevance of experience in needs assessments, cluster coordination, Humanitarian Programme Cycle process and/or emergency operations for Level 3 emergencies.
- Extent and relevance of experience in rehabilitation and humanitarian policies development, programme formulation and implementation
- Limited knowledge of another FAO language is considered an asset

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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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#### **ADDITIONAL INFORMATION**

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

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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 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](mailto:iRecruitment@fao.org)

**FAO IS A NON-SMOKING ENVIRONMENT**