



Issued on: 2 February 2015

Deadline For Application: 23 February 2015

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POSITION TITLE:	<b>Senior Field Programme Officer</b>	GRADE LEVEL:	<b>P-5</b>
		DUTY STATION:	<b>Cairo, Egypt</b>
ORGANIZATIONAL UNIT:	<b>Regional Office for the Near East and North Africa (RNE)</b>	DURATION :	<b>Fixed term: two years</b>
		POST NUMBER:	<b>2002114</b>
		CCOG CODE:	<b>1.A.02</b>

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**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.**

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### Organizational Setting

The Regional Office for RNE is responsible for leading FAO's response to regional priorities for food security, agriculture and rural development through the identification, planning, and implementation of FAO's priority activities in the region. It ensures a multidisciplinary approach to programmes, identifies priority areas of action for the Organization in the Region and, in collaboration with departments and divisions at Headquarters, develops, promotes and oversees FAO's strategic response to regional priorities. RNE also advises on the incorporation of regional priorities into the Organization's Programme of Work and Budget and implements approved programmes and projects in the region, monitors the level of programme implementation and draws attention to problems and deficiencies. RNE develops and maintains relations with region-wide institutions including the Regional Economic Integration Organizations (REIOs).

The Regional Office supports regional policy dialogue on food security, agriculture and rural development issues, facilitates the emergence of regional partnerships, and supports capacity development and resource mobilization for food security, agriculture and rural development in the region.

The post is located in the Regional Office for the Near East and North Africa (RNE).

### Reporting Lines

The Senior Field Programme Officer reports to the Assistant Director General/Regional Representative (ADG/RR).

### Technical Focus

Support colleagues to the strengthening of partnership and knowledge networks, supporting country-level actions guided by FAO's Country Programming Frameworks (CPFs) as well as to increasing South-South Cooperation.

### Key Results

Leadership and technical expertise for the planning, development and implementation of Programmes of work, projects, related-products, and services in accordance with FAO Strategic Objectives.

### Key Functions

- leads the development, implementation and evaluation of assigned programmes/projects; directs review of relevant documents and reports; identifies priorities, problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and initiates follow-up actions;
- coordinates programmes and reviews the assessments of issues and trends for the implementation of programmes and projects and the preparation of impact evaluation or equivalent studies;
- supervises preparation of various written outputs, e.g. background papers, analysis, substantial sections of reports and studies, inputs to publications;
- directs substantive support to consultative and other meetings, conferences, to include proposing agenda topics, identifying participants, preparation of documents and presentations;
- manages outreach activities; designs and conducts training workshops, seminars, makes presentations on assigned topics/activities;
- leads field missions, including provision of guidance to external consultants, government officials and other parties;
- represents the Organization at international meetings and conferences, identifies and implements strategic partnerships, advocates best practices and increased dialogue and develops and negotiates effective working relationships/consensus and agreements with international and national stakeholders.

### Specific Functions

- supports country-level actions guided by FAO's CPFs, sub-regional and regional priority frameworks as well as higher-level strategic frameworks of the Organization in order to transform FAO's knowledge products into country-level results and impact;
- coordinates, oversees and monitors field programme (development and emergency/rehabilitation) including the management of pipelines, and implementation-related work of the other operating units in the region;
- provides support for project development based on the new project cycle: project formulation, appraisal and approval (operational Clearance and submission of the Quality Assurance Review to Project Appraisal Committee);
- advises responsible officers on major issues affecting the operation of specific projects, with particular emphasis on large-scale, UTF and GEF-funded projects as well as joint programmes (UNJPs, UN-REDD), and any other projects identified as having a high risk profile;

- reports regularly to OSD on the field programme situation in the region identifying issues and trends, and upon request, support OSD in the preparation of corporate and ad hoc reports on the situation;
- liaises with donors and regional organizations to mobilize resources in coordination with TCSR;
- provides operational guidance and support to technical support units and project personnel, including backstopping missions and act as the “primary port of call” on all operational issues for project budget holders in the region;
- coordinates and oversees the preparation of delivery estimates for the projects and programmes in the region, including those by other project budget holders, maintain the project cycle data and information in the corporate Field Programme Management Information System (FPMIS), and monitor its accuracy and timeliness, including pipeline information.
- Facilitate the work, and act as Secretary, of the RNE Field Programme Committee

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in economics, business administration, management or related fields
- Ten years of relevant experience in results based project/programme planning, implementation, and monitoring systems/appraisal
- Working knowledge of English and limited knowledge of another FAO language (Arabic, Chinese, French, Russian or Spanish)

### Competencies

- Results Focus
- Leading, Engaging and Empowering
- Communication
- Partnering and Advocating
- Knowledge Sharing and Continuous Improvement
- Strategic Thinking

### Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is essential
- Extent and relevance of experience in programme/project management, in the management/operation of small-, medium and/or large-scale projects at country and regional levels, including in-depth knowledge of related administrative, operational and financial procedures
- Extent and relevance of experience and skills in project identification, programme and project formulation, analysis, planning and implementation
- Level of knowledge of results-based management methods and experience in their application
- Knowledge of field programme issues in the Near East and North Africa Region is considered a strong asset
- Knowledge of global issues, trends and constraints in development cooperation with particular reference to hunger and poverty reduction
- Working Knowledge of Arabic or French would be 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

- 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.

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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/rootindex.asp>

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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)

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