



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC2756

Issued on: 2 February 2015

Deadline For Application: 23 February 2015

POSITION TITLE:	PROGRAMME OFFICER (TCP)	GRADE LEVEL:	P-3
		DUTY STATION:	Accra, Ghana
ORGANIZATIONAL UNIT:	REGIONAL OFFICE FOR AFRICA, RAF	DURATION :	Fixed-term: 2 years
		POST NUMBER:	2003907
		CCOG CODE:	1A11

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 Regional Office for Africa (RAF) 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. RAF 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. RAF 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 Accra, Ghana.

Reporting Lines

The Programme Officer reports to Programme Officer P4.

Key Results

Research and analysis of information, data and statistics, and the maintenance and updating of related tools, methodologies, and/or databases to support the delivery of programme products, projects, publications, and services.

Key Functions

- Appraises assistance requests received from Member Nations for their adherence to the criteria established for the Programme and prepares comprehensive appraisal notes;
- Coordinates with other units and the field offices the follow-up to the requests, in particular the preparation of the project agreements;
- Liaises with other units regarding funding possibilities if the request is not eligible for TCP funding, or for complementary and/or follow-up funding to a TCP project;
- Assists in the finalization of project agreements and related correspondence, including revisions for approval by the Assistant Director-General;
- Collaborates with technical divisions concerned on the formulation of project agreements, when requested;
- Assists in monitoring the implementation of TCP projects and the technical support services provided by technical divisions to TCP projects, and participates in or contribute to task force meetings, as appropriate;
- Monitors the preparation of terminal statements and contribute to the monitoring of the follow-up to TCP projects;
- Monitors the adherence to administrative requirements governing the operation of TCP projects;
- Maintains contacts with the various segments of the Organization, including the field level, on matters relating to individual projects;
- Assists the Chief in the management of the Edouard Saouma Award.

Specific Functions

- Contributes to the analysis of country/sub regional and/or regional projects funded by other donors as well as CPF documents

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in economics, social sciences or other fields related to the mandate of the Organization
- Five years of relevant experience , including practical experience in one or more of the following: project formulation, appraisal, implementation and/or monitoring
- Working knowledge of English and French is required.

Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

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 and skills in programme management
- Extent and relevance of experience in programme/project implementation in developing countries
- Extent and relevance of experience of project or programme monitoring
- Ability to write clear analytical reports for management
- Extent and relevance of experience with using Excel and corporate data bases; knowledge of the FAO Field Programme Management Information System would be an advantage
- Ability to provide guidance and advice with a client oriented approach
- Ability to comprehend basic technical issues related to various disciplines of interest to FAO

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

ADDITIONAL INFORMATION

- 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.

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>

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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