



Issued on: 26 February 2013

Deadline For Application: 27 March 2013

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</b>	DURATION *:	<b>Fixed Term: 2 years</b>
	RNE	POST CODE/N <sup>o</sup> :	<b>2002114</b>
		CCOG CODE:	<b>1.A.02</b>

**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 duty stations within the region depending on the evolving needs of the Organization.**

#### DUTIES AND RESPONSIBILITIES

Under the overall managerial and administrative supervision of the Assistant Director-General/Regional Representative for the Near East and North Africa (RNE), the functional guidance of Director, Office of Support to Decentralization (OSD) and as part of the Regional Programme Coordination Team, the incumbent will have the overall responsibility for the coordination and implementation of the integrated field programme in the Near East and North Africa Region (including emergency and rehabilitation activities). The incumbent will also contribute to strengthening partnership and knowledge networks within and outside the Organization, supporting country-level actions guided by FAO's Country Programming Frameworks (CPFs) as well as increasing South-South Cooperation. In particular, the incumbent will:

- support 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;
- coordinate, oversee and monitor field programme development including the management of pipelines, integration of emergency and rehabilitation activities, and implementation-related work of the other operating units in the region;
- provide functional and operational guidance to the Field Programme Support and Monitoring Officers in the region;
- contribute to the formulation and monitoring of CPFs;
- provide support for project development based on the new project cycle;
- advise and participate in determining field programme development strategies at regional, subregional and country level;
- advise 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 (UN Joint Programme on Integrated Highland Livelihood Development- UNJPs and United Nations Collaborative Programme on Reducing Emissions from Deforestation and Forest Degradation in Developing Countries -UN-REDD), and any other projects identified as having a high risk profile;
- contribute to the development of results-based management in the field programme in line with corporate standards, concepts and policies, taking into account the Project Cycle, the CPF, The Regional Priorities and the Strategic Framework;
- report 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;
- liaise with donors and regional organizations to mobilize resources in coordination with the South-South and Resource Mobilization Division (TCS);
- provide quality assurance for project/programme proposals in the region, including providing operational clearances for project proposals to be eventually operated by the Regional Office and overseeing those of other budget holders;
- provide 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;
- coordinate and oversee 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;
- organize and oversee training of project budget holders and operations staff in the region on operational procedures;
- perform other related duties as requested.

#### MINIMUM REQUIREMENTS

*Candidates should meet the following:*

- Advanced university degree in Agriculture, Economics, Social Sciences, Business Management, or other fields related to the work of the Organization
- Ten years of relevant experience in planning and operating development cooperation programmes/projects in developing countries and in field programme development/implementation
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Russian, Arabic or Chinese

#### SELECTION CRITERIA

*Candidates will be assessed against the following:*

- Relevance and level of academic qualifications
- 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
- Extent and relevance of experience in the application of results-based management methods
- Knowledge of field programme issues in the Near East and North Africa Region
- Knowledge of global issues, trends and constraints in development cooperation with particular reference to hunger and poverty reduction
- Quality of communication and interpersonal skills including ability to write analytical reports
- Working Knowledge of Arabic or French would be an asset

*Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.*

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

---

#### **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/>

---

To apply: visit the iRecruitment website at

<http://www.fao.org/employment/irecruitment-access/en/>

and complete the on-line application

**In order for your application to be properly evaluated, please ensure that all sections of the on-line application are completed.**

Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

**FAO IS A NON-SMOKING ENVIRONMENT**