



Issued on: 30 April 2013

Deadline For Application: 28 May 2013

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POSITION TITLE:	<b>Programme Officer</b>	GRADE LEVEL:	<b>P-2</b>
		DUTY STATION:	<b>Rome, Italy</b>
ORGANIZATIONAL UNIT:	<b>South-South and Resource Mobilization Division, TCS</b>	DURATION *:	<b>Fixed Term: 2 years</b>
	Technical Cooperation Department, TC	POST CODE/N°:	<b>2004152</b>
		CCOG CODE:	<b>1A02</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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#### DUTIES AND RESPONSIBILITIES

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Under the direct supervision of the Director, South-South and Resource Mobilization Division, the Programme Officer, will support the Director and Budget Holders in the division, and work closely with other TCS officers and consultants. In particular, the incumbent will:

- provide support and assist in the planning and monitoring of the Division's programme of work and budget in line with the policies of the Organization and participate in the coordination and preparation of divisional inputs to the Organization's planning and accountability documents (i.e. Medium Term Plan (MTP), Programme of Work and Budget, Periodic Budgetary Report, delivery estimates);
- maintain complete integrated financial records and assist in developing and improving internal financial and budgetary monitoring procedures, identifying problem areas and making recommendations aimed at increasing the divisional efficiency;
- monitor the processing of accounting transactions, ensuring accurate recording of all relevant data, including commitments and expenditures, and liaise for consultation with the Corporate Services – Finance Division (CSF);
- provide advice and support (operational and administrative) to the Director and Budget Holders concerning the appropriate implementation of financial and administrative, rules, regulations and procedures;
- impart assistance and guidance on regular programme and project development, work planning, implementation monitoring and PWB reporting within the Organization's results-based management framework;
- perform other related duties as required.

#### MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in Business Administration, Management, Accounting or other related fields
- Three years of relevant experience in programme and project administration, accounting, budget control or auditing in a large national or international organization including experience in results based management and RBM based work planning
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or of Arabic, Chinese or Russian

#### SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance of experience in managing for results
- Knowledge of financial, budgetary, planning and management systems of international organizations; extent and relevance of experience in project and programme management
- Extent of experience in the field of administration and accountancy with voluntary funding and assessed contributions, including demonstrated problem-solving capacity
- Ability to analyse and apply rules and administrative guidelines and to analyse and address routine and non-routine administrative issues, preferably in a UN context
- Ability to plan and organize work, delivering quality results and meeting deadlines
- Ability to work as an effective team member
- Quality of both oral and written communication skills in English
- Knowledge of Oracle applications 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**

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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/>

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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**