



Food and Agriculture Organization of the United Nations

Vacancy Announcement No: IRC3750

Issued on: 06 December 2016

Deadline For Application: 20 December 2016

Position Title:	Programme Officer (Standard Settings)	Grade Level:	P-2
		Duty Station:	Italy, Rome
Organizational Unit:	International Plant Protection Convention, IPPC Agriculture and Consumer Protection Department, AG	Duration *:	Fixed-term, 1 year with a possibility of extension
		Post Number:	2006130
		CCOG Code:	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 Secretariat of the International Plant Protection Convention (IPPC) is responsible for facilitating the development and implementation of International Standards for Phytosanitary Measures (ISPMs) on a global level to protect the world's plant resources from pests.

Reporting Lines

The Programme Officer reports to the Standards Officer, AGDI.

Technical Focus

Standard setting and publishing of ISPMs

Key Results

Develop, implement, monitor and evaluate assigned programme/projects specifically related to the development of standards

Key Functions

- Supports the preparation of annual work plans to achieve the targets of the IPPC Secretariat.
- Contributes to activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/reports (pledging, work programme, programme budget, etc.)
- Facilitates and supports the work of technical drafting panels (TPs)
- Manages editing and publishing of international standards for phytosanitary measures in six languages
- Facilitates post-adoption reviews of translations via language review groups (LRG)
- Contributes to the preparation of various written outputs e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications
- Acts as report writer to standard setting meetings and other IPPC Governance meetings as needed
- Analyses selected aspects of programmes, operations and other activities as needed
- Provides support for policy coordination and evaluation functions, including the review and analysis of issues and trends related to editing and publishing, etc.
- Implements the quality management strategy and is responsible for facilitating the development and review of quality management tools such as procedure manual, style guide, templates and standard operating procedures;
- Participates in conferences, workshops and seminars and making technical presentations as appropriate;
- Participates in field missions, including provision of substantive and administrative support, etc.
- Performs other duties as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in business administration or public administration, social science, biological sciences, political science

or field relevant to the work of the Organization;

- Three years of relevant experience in a standard setting organization;
- Working knowledge of English, French or Spanish and limited knowledge of the other two or Arabic, Chinese or Russian.

Competencies

- Results Focus
- Team Work
- 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
- Proven experience in facilitating development of international standards in several languages
- Extent and relevance of experience in publishing technical documents in several languages
- Proven experience as a copy editor carrying out editing tasks, including editing manuscripts prepared by several contributors
- Ability to understand terminological and linguistic preferences
- Knowledge of the phytosanitary field and its terminology
- Excellent editing skills in English and French
- Understanding of the functioning of FAO and in particular the IPPC governing bodies and of FAO policies

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
- 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 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://www.un.org/Depts/OHRM/salaries_allowances/salary.htm

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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