



Issued on: **14 MAY 2018**
Deadline For Application: **4 June 2018**

POSITION TITLE:	Programme Officer	GRADE LEVEL:	P-4
ORGANIZATIONAL DIVISION/BRANCH:	Resource Mobilization Division, TCR	DUTY STATION:	Rome, Italy
DEPARTMENT/OFFICE:	Technical Cooperation Department, TC	DURATION :	Short term up to six months
		POST NUMBER:	
		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 Resource Mobilization Division (TCR) leads and coordinates the mobilization of voluntary contributions (currently 60 percent of FAO's budget) in support of the organization's strategic priorities. TCR manages FAO's relations with resource partners, strategically matching partners' interests to those of the organization, and supports the negotiation of agreements. It mounts marketing analysis and campaigns around global development opportunities, provides market and business intelligence and positioning services to management as well as resource mobilization capacity development to decentralized and headquarter offices. TCR also oversees global programme and project reporting to resource partners. It strives to assure the highest quality of development results, through providing project cycle oversight and support, and policy design for operational modalities and outsourcing.

The position is in TCR Director's Office.

Reporting lines

The Programme Officer reports to the Director, TCR.

Technical Focus

The Programme Officer supports SP Business Development Focal Points in close collaboration with TCR Teams.

Key Results

Coordination in support of the mobilization of voluntary contributions, focusing on sustainable agriculture, production climate change adaptation and mitigation, environmental restoration, rural development, food and nutrition security, and resilience; facilitation/negotiation/formalisation of grant agreements; decentralized network on /Resource Mobilization coordination; capacity development and programming support and marketing; outreach and reporting to partners; guidance and support to units responsible for operating projects.

Key Functions

- Plans and develops annual work plans to achieve divisional targets in assigned areas;
- Collaborates in strategic thinking and related plans to further develops and facilitates implementation of the Corporate Resource Mobilization and Management Strategy (RMMS) ;
- Ensures support to FAO's Strategic Objectives teams, headquarters departments and Decentralized Offices to mobilize resources in line with defined corporate priorities;
- Initiates contact with potential partners to explore funding opportunities, leads negotiations of funding agreements and project proposals with governments, international organizations, private sector and civil society partners; maintains effective working relationships with key stakeholders throughout the project cycle, including to support implementation, facilitates monitoring and compliance issues and ensures submission of reports, as required;
- Facilitates capacity development efforts in support of staff in all locations with regard to Resource Mobilization partnerships through policy development, the production of training material and delivery of training;
- Organizes and facilitates marketing and outreach activities related to FAO's Strategic Objectives and defined priority areas; facilitates donor meetings, events and outreach campaigns;
- Facilitates the global Resource Mobilization and ensures support is provided to Regional Initiatives teams; monitors and reports on key results.

Specific functions

1) Promote Business Development across the SPs

- Facilitates the selection and development of a rolling set of business priorities (building a corporate portfolio of programme priorities, according to a set of principles) within and across the SPs – along global thematic lines as well as priority country initiatives;
- Coordinates the design and development of these business areas into bankable programme/project proposals (at global, regional and country level), channeled and responding to resource partner opportunities, particularly at country level, and ensuring close synergy with FAO's regular programme work;
- Represents TCR in missions to countries and regions to support in programme and project design.

2) Design an overarching SP resource mobilization action plan to seize opportunities

- Designs a resource mobilization action plan in support of these business areas to both orchestrate and seize resource partners opportunities at all levels;
- Coordinates with each TCR team to tap TCR's services with regards to outreach, marketing, business intelligence, capacity development, resource partner liaison, project cycle support and reporting;
- Contributes to the finalization of an overarching joint work plan for 2018/19 between TCR and SPs based on the programme priorities identified as part of the corporate portfolio;

3) Orchestrate and coordinate strategic meetings with resource partners and other relevant events

- Supports all possibilities for resource partner interaction for SP business areas, at global, regional and country level.
- Designs and delivers promotional material, prepares presentations and speaking points in support of key outreach opportunities and donor interactions.

4) Assist with tracking SP resource mobilization pipeline and performance

- Monitors pipeline programmes and projects and resource mobilization performance, aiming to build on lessons learnt for future resource mobilization efforts.

5) Manage the SP Resource Mobilization Network

- Leads regular meetings, briefings and task groups, develops and follows up on agendas;
- Updates and shares information provided by TCR on the development landscape, including resource partner interests and past funding trends, and calendar of events and opportunities to support and plan interaction with resource partners;
- Coordinates SP Business Development focal points as part of FAO's resource mobilization network, linking with countries, regions and headquarters around priority programmes for outreach and resource mobilization, as well as to share experiences and lessons learned.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in international development, development economics, international law, business administration, agriculture, agricultural economics, or another field relevant to the work of the Organization;
- Seven years of relevant experience in international development, donor aid programmes, fundraising, grant negotiations and management;
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian.

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 experience in international development, donor aid programmes, fundraising, grant negotiations and management including negotiation of complex funding agreements with bilateral and multilateral institutions
- Extent and relevance of experience in managing relations and outreach with partners;
- Demonstrated skills and experience in Resource Mobilization.

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 recognized 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 two years
- Candidates may be requested to provide performance assessments and references.

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/>

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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