



Issued on: 22 July 2011

Deadline For Application: 21 August 2011

POSITION TITLE:	Senior Field Programme Officer	GRADE LEVEL:	P-5
		DUTY STATION:	Cairo, Egypt
ORGANIZATIONAL UNIT:	Regional Office for the Near East and North Africa RNE	DURATION *:	Fixed Term: 3 years
		POST CODE/N°:	C/2002114
		CCOG CODE:	1A11

Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged

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 the Chief, Service for Resource Mobilization and Operations Support (TCSR), and as part of the Regional Technical Officer Team, the incumbent will have the overall responsibility for the coordination and implementation of the field programme in the Near East and North Africa Region. He/she will coordinate and monitor the field projects/programmes of the region, be responsible for the management and day-to-day operation of the complete project cycle, from inception to closure, for projects operated by the Regional Office for Near East and North Africa, and provide guidance to and oversee the work of other projects and operations staff in the region. In particular, the incumbent will:

- coordinate, oversee and monitor field programme development including the management of pipelines, 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 Country Programming Frameworks (CPFs);
- advise and participate in determining field programme development strategies at regional, subregional and country level;
- identify major issues negatively affecting the field programme in the region and assist to ensure that appropriate and timely action is taken;
- 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 (UNJPs, 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 CPF and the Strategic Framework;
- report regularly to TCSR and TCDM on the field programme situation in the region identifying issues and trends, and upon request, support TCSR and TCDM in the preparation of corporate and ad hoc reports on the situation;
- contribute to project formulation, appraisal and clearance;
- liaise with donors and regional organizations to mobilize resources;
- 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;
- assume budget holder responsibility for projects assigned to the Regional Office;
- 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;
- contribute to the determination of workloads and business volumes of the various operating units 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, and maintain the project cycle data and information in the corporate Field Programme Management Information System (FPMIS), and monitor its accuracy, 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

SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance and level of academic qualifications and language abilities
- Extent and relevance of professional 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
- Level of knowledge of results-based management methods and experience in their application
- 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
- Ability to write analytical reports for management
- Knowledge of Arabic 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: Carefully read and follow the Guidelines to applicants

Send your application to:

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E-mail: VA-2573-RNE@fao.org

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