



POSITION TITLE:	Programme Officer (Programme and Outreach) National Food Policy Capacity Strengthening Programme (NFPCSP)	GRADE LEVEL:	P3
ORGANIZATIONAL UNIT:	Agricultural Development Economics Division, Economic and Social Development Department	DUTY STATION:	Dhaka, Bangladesh
		DURATION *:	12 months extendable
		POST CODE/N ^o :	Unidentified
		CCOG CODE:	1.A.12

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 supervision of the FAO Representative, the overall technical supervision of the Director, Agricultural Development Economics Division and the direct supervision of the Chief Technical Adviser and in close consultation with the other members of the Technical Assistance Team and the Food Planning and Monitoring Unit (FPMU), the incumbent will contribute to the timely and effective delivery of the National Food Policy Capacity Strengthening Programme (NFPCSP, for more information visit www.nfpcsp.org). In particular, the incumbent will:

- assist in planning project activities and contribute to developing and updating project management tools;
- initiate and oversee project operations (e.g. travel, hiring on consultants, organization of training, etc.);
- bridge between the Technical Assistance Team and the project's Administrative unit to ensure timely implementation of project activities and to coordinate information exchange;
- draft and ensure timely delivery of progress and terminal reports for the Government, FAO and the Donors;
- follow-up on the progress of the organizational development activities of the FPMU, including the promotion of Results Based Management;
- monitor work plans and prepare expenditure plans and budget in close liaison with the Project Administrative Unit;
- proactively design, plan and organize project outreach activities that are suited to the national context;
- contribute to the design and finalization of technical policy briefs, brochure, news and other communication materials as required;
- maintain and update the project website and the contact database to ensure that relevant food security information and policy messages reach a broad and targeted audience (e.g. government officials, donors, international organizations, research institutions, universities etc);
- monitor the use of the website and information products (e.g. policy briefs, food security monitoring reports);
- ensure that the physical and electronic documentation centres are regularly updated with relevant publications, documents, reports;
- perform other related duties as required

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in Economics, Development studies, Project Management or closely related field
- Five years of relevant experience in programming, operations, budgeting in a national or international environment preferably complemented by significant experience in outreach activities
- Working knowledge of English

SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance of experience in project operations, budgeting and outreach activities
- Demonstrated capacity to take initiative and ability to work independently
- Level of familiarity with UN/FAO procedures and working experience in developing countries, preferably in Bangladesh, and within a multicultural environment are strong advantages
- Proven capacity to maintain good inter-personal relations and build synergies in a team environment
- Good communication skills both orally and in writing and ability to express ideas and concepts clearly and concisely
- Extent of knowledge and/or applied work experience with new media, social media, communication for development, online communication tools, methodologies and technologies, software packages for page formatting, image management, videos, and content preparation (HTML, Photoshop, and similar software) is an advantage

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:

V.A **RAP-764-12-PRJ**

Kostas Stamoulis, Director, Agricultural and Development Economics Division

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