



POSITION TITLE:	Contracts Officer (Letter of Agreement)	GRADE LEVEL:	P-4
		DUTY STATION:	Rome
ORGANIZATIONAL UNIT:	Procurement Service, CSAP	DURATION *:	Fixed-Term: Three Years
	Administrative Services Division, CSA	POST CODE/N°:	C- 2002494
	Corporate Services, Human Resources and Finance Department, CS	CCOG CODE:	1A09

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 Chief, CSAP while adhering to the Organization's prevailing rules and procedures, and with leeway permitted for the exercise of independent judgement, provide quality assurance and advice, review and develop a timely and effective range of agreements to obtain services using MS 507 "Letters of Agreement" as well as provide supervisory and technical guidance to the staff involved in the preparation of Letters of Agreement (LoAs) in line with the Organization's prevailing rules and procedures. In particular, the incumbent will:

- review proposals for obtaining services for completeness and conformity with established FAO rules, procedures and practice; determine appropriate strategy/approach to best serve institutional interests;
- implement appropriate service provider selection strategy in conformity with the relevant rules, procedures and practices;
- review and authorize as delegated, or make recommendations regarding authorization of exceptions to established rules, procedures and practices, as necessary;
- conduct quality assurance providing advice and recommendations;
- draft documents, enter into negotiations, and finalize contractual instruments;
- provide support/advice to relevant parties regarding the preparation and finalization and approval of LoAs or other contractual instruments;
- review divisional recommendations for selection of service providers to ensure that selection is carried out in accordance with FAO procedural requirements;
- approve up to authorized limit, or recommend approval of LoAs, contracts or other appropriate action;
- direct and provide supervision to a unit including planning and allocation of work assignments, and identification of necessary training; supervise the correct operation of the information technology systems to capture accurate information;
- provide advice to Organization staff particularly with respect to use of LoAs to support activities in the field and the application of appropriate policies and procedures;
- make determinations and recommendations concerning disputes or claims arising from use of LoAs;
- review and propose modifications to policies, procedures and strategies to contribute to policy development and streamlining and to enhance effective and efficient implementation of institutional goals including identification of alternative contractual instruments to meet the Organization's business requirements;
- represent CSA at meetings as required;
- develop appropriate guidance, support and training materials and participate in procurement/training missions worldwide, as necessary;
- act as secretary for the LoA Review Committee;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced University degree in Law, Business, Public Administration or Commerce
- Seven years of relevant experience in preparation and negotiation of contracts and agreements

Working knowledge of English, French or Spanish and limited knowledge of one of the other two

SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance and quality of work experience in preparing, drafting and negotiating complex contracts
- Ability to analyze complex contractual issues and propose effective solutions
- Ability to build and manage teams and to plan and organize work and staff to consistently and effectively deliver timely results
- Level of language skills in particular written and oral communication skills in English
- Experience and working knowledge of procurement issues and business requirements associated with emergency and or development interventions would be an asset
- Knowledge of a second language 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:

V.A A 2527-CSAP

Chief, CSAP

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Fax No: +39 06 57054959

E-mail: VA-2527-CSAP@fao.org

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