



POSITION TITLE:	Programme Officer (Liaison and Technical)	GRADE LEVEL:	P-4
ORGANIZATIONAL UNIT:	Joint FAO/IAEA Division of Nuclear Techniques in Food and Agriculture (AGE) Agriculture and Consumer Protection Department, AG	DUTY STATION:	Vienna, Austria
		DURATION *:	Fixed term: 3 years
		POST CODE/N°:	C/2002600
		CCOG CODE:	1A

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

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Director, AGE, the incumbent will provide advice on and assist with programme planning and reporting. This includes the programming, assessment, analysis, monitoring and evaluation, in partnership with IAEA and other Vienna-based organizations, and including liaison with fellow AG Divisions. In particular, will:

- Facilitate partnership activities with divisions in FAO, the International Atomic Energy Agency (IAEA) and related Vienna-based UN Agencies for collaboration and cooperation efforts on programmatic matters;
- Identify opportunities and challenges which may impact the division's outcomes, through utilization of programme processes in each Organization;
- Promote programmatic exercises with the FAO Regional and Sub-regional Offices in order to increase outcome of the Joint Division and ensure interaction in the Strategic Objectives of the Organization;
- Ensure alignment of the Joint Division strategic planning with FAO and IAEA, and contribute to the development of programme and budget to ensure adherence to strategic objectives in each organization;
- Contribute to shared systems for programming, monitoring and evaluation of activities between FAO, IAEA and UN and donor agencies, and report programme progress and initiate actions, where appropriate;
- Prepare briefing documents and reports for the Director and Senior Management of both organizations;
- Formulate AGE positions', substantive inputs, and represent AGE, undertake missions to present its position and contributions at relevant meetings, international conferences and related meetings;
- Monitor partnerships, new trends, reports, research and analysis; develop AGE's policy contributions, advise management as appropriate and communicate policy positions externally;
- Respond to both internal (FAO and IAEA) and external requests for information on the programme for use in the promotion of sustainable agricultural production using nuclear and related techniques;
- Interact proactively with IAEA and FAO staff responsible for the preparation of accurate and balanced public information materials; monitor the production, coordinate inputs, revise and edit publications and reports to conform with IAEA and FAO reporting standards and procedures;
- Provide communications material to relevant media outlets to ensure visibility and outreach;
- Contribute to regular inter-agency and inter-organizational meetings and facilitate discussions on key policies, cross-sector issues, and strategies;
- Undertake travel between sister organizations to provide support for planning, monitoring and reporting programmatic and budget elements in common;
- Perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced University Degree in a field related to the technical work of the Organization, or Political Science, Public Administration, International Affairs or related field
- Seven years of relevant experience related to policy and operational work in an international organization and/or government service
- Working knowledge of English, French, or Spanish and a limited knowledge of one of the other two

SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance of knowledge of multi-disciplinary activities of the UN, and extent of knowledge of FAO and IAEA institutional mandates
- Quality of both oral and written communication skills with proven ability to communicate complex concepts
- In-depth experience in results-based planning and evaluation, performance assessment, including accordance with the logical framework
- Extent of knowledge of the fields of work of the Agriculture and Consumer Protection Department
- Demonstrated ability to advocate issues with respect to key decisions and positions to staff, senior officials and members of intergovernmental bodies
- Proven ability to plan and organize work ensuring an effective work structure to maximize productivity and achieve goals; and demonstrated ability to coordinate and deal with complex issues
- Quality of interpersonal skills; level of judgment and initiative; imagination and resourcefulness; and energy and tact

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 2518-AGE
 Director, Joint FAO/IAEA Division (AGE) - Wagramerstrasse 5, P.O. Box 100, A-1400 Vienna, Austria
 Fax # +431 2600 29332
 E-mail: joint.division@iaea.org

Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

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