



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC3924

Issued on: 22 February 2017

Deadline For Application: 22 March 2017

POSITION TITLE:	Assistant FAO Representative (Programme)	GRADE LEVEL:	NO-B
ORGANIZATIONAL UNIT:	FAOR	DUTY STATION:	Monrovia, Liberia
		DURATION *:	Fixed term: two years
		POST NUMBER:	1052063
		CCOG CODE:	1.A.02

\* The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments

Qualified female applicants 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 depending on the evolving needs of the Organization.

### Organizational Setting

The main aim of the FAO country offices, which are headed by an FAO Representative, is to assist governments to develop policies, programmes and projects to achieve food security and to reduce hunger and malnutrition, to help develop the agricultural, fisheries and forestry sectors, and to use their environmental and natural resources in a sustainable manner.

### Reporting Lines

The Assistant FAO Representative (Programme) reports to the FAO Representative (FAOR).

### Technical Focus

Programme development, coordination and operational assistance based on the knowledge of the local conditions, culture, language and institutions of the country of assignment.

### Key Results

Effective and efficient coordination and provision of the technical and operational support of the programme and project activities of the FAO Representation.

### Key Functions

- Liaises and assists government authorities and local, national and international institutions in the areas of FAO's activities in the country and with other UN agencies. He/she may represent FAO at inter-agency meetings as required;
- Promotes the image of FAO through advocacy of the Organization's mandate, programmes, national priorities and activities including development and maintenance of communication tools such as website, press releases and publications, and support the implementation of FAO's regulatory framework (Codex Alimentarius, Code of Conduct for Responsible Fisheries, Safe Use of Pesticides, etc.) in the country;
- Coordinates the collection, consolidation and maintenance of country data on food, crops, livestock, forestry and fisheries including information on external aid in FAO's corporate systems and monitor changes in national policies affecting the agricultural sector;
- Participates in producing technical, economic and policy studies as required and developing country level development frameworks such as the Country Programming Framework (CPF) and the United Nations Development Assistance Frameworks (UNDAF);
- Participates in the identification, formulation and preparation of programme and project proposals and monitor and review the status of programme/project implementation to ensure that all operational activities are carried out in line with the work plan and the project document; identify inconsistencies and delays and, when necessary, propose corrective measures to overcome operational constraints;
- Briefs, trains and supervises lower grade level programme staff regarding all aspects of the job. Ensures adherence to procedures and work requirements and accuracy and diligence of the work provided.
- Performs other duties as required

## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- National of the country of assignment
- University degree in agriculture, agricultural economics, forestry, fisheries, or any other field related to the work of the Organization and
- Four years of relevant experience in agricultural development and/or project implementation in an area of FAO's activities in the country **OR** Advanced University degree in agriculture, agricultural economics, forestry, fisheries, or any other field related to the work of the Organization and two years of relevant experience in agricultural development and/or project implementation in an area of FAO's activities in the country
- Level C of the official communication language used for FAO communication with the country (English, French, Spanish, Arabic, Chinese or Russian)

- Working knowledge of the local language (if not English, French, Spanish, Arabic, Russian or Chinese)
- Limited knowledge (Level B) of English (if the main communication language is French, Spanish, Arabic, Russian or Chinese)

### 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 of experience in programme/project development and management
- Demonstrated understanding of the purpose and functions of the technical programme, operational guidelines and project/programme management procedures, preferably those adopted by the United Nations or FAO
- Extent and relevance of experience in the field of policy analysis relating to food and nutrition security, agriculture and rural development
- Extent and relevance of experience in the collection of country data on food, crops, livestock, forestry and fisheries
- Extent and relevance of experience in the identification, formulation and preparation of programme and project proposals as well as programme/project implementation, monitoring and review

---

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

---

### ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills.
- 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 recognised in the IAU/UNESCO list.
- Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years.
- Candidates may be requested to provide performance assessments.

### REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: [http://www.un.org/Depts/OHRM/salaries\\_allowances/salary.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm)

### 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](mailto:iRecruitment@fao.org)

**FAO IS A NON-SMOKING ENVIRONMENT**

