



Issued on: 18 MARCH 2024

Deadline For Application: 03 April 2024

JOB TITLE:	Programme Specialist	TYPE OF REQUISITION:	Consultant
ORGANIZATIONAL UNIT:	FAO Liberia	DUTY STATION:	Monrovia, Liberia
		DURATION:	Up to 11 months with possibility of extension.

IMPORTANT NOTICE: Please note that Closure Date and Time displayed above are based on date and time settings of your personal device

- [FAO is committed to achieving workforce diversity in terms of gender, nationality, background and culture](#)
- [Qualified female applicants, qualified nationals of non-and under-represented Members and person with disabilities are encouraged to apply](#)
- [Everyone who works for FAO is required to adhere to the highest standards of integrity and professional conduct, and to uphold FAO's values](#)
- [FAO, as a Specialized Agency of the United Nations, has a zero-tolerance policy for conduct that is incompatible with its status, objectives and mandate, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination](#)
- [All selected candidates will undergo rigorous reference and background checks](#)
- [All applications will be treated with the strictest confidentiality](#)

Organizational Setting

The main aim of the FAO Country Offices, which are headed by the FAO Representative, is to assist governments to develop policies, program and projects to achieve food security and 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. The FAO Representation is organized around three main units, Program, Operations and Administration. The current portfolio of projects in Liberia includes activities related to Agriculture, Livestock, Fisheries, Natural Resource Management, and is implemented with humanitarian, transitional and development funding. The incumbent will contribute to the country's program and portfolio in support of the FAO Representative.

Reporting Lines

The Programme Specialist will work under the overall and direct supervision of the FAO Representative for Liberia and in close collaboration with the Program/Operations/Administrative Units, in consultation with the relevant Technical Units at FAO headquarters, RAF and SFW, and the Lead Technical Officers.

Technical Focus

The Programme Specialist will contribute to the FAO Liberia programme and portfolio. This includes but it is not limited to the surge of support required for managing the changing priorities from national authorities or major funding partners. The role will entail close liaison with the Country Office Team, Subregional Office for West Africa (SFW) based in Dakar, with the Regional Office for Africa Team based in the Regional Office for Africa (RAF) in Ghana, and with technical teams FAO headquarters in Rome.

Minimum Requirements

- Support the coordination and management of the programme/project implementation and activities, including its day-to-day running, ensuring fruitful collaboration among in-country multi-stakeholder engagement frameworks and/or existing arrangements.
- Provides support to the FAO Representative in leading specialized or multi-disciplinary country team and provides technical leadership in FAO's contribution towards policy analysis, policy networks and/or international policymaking bodies.
- Promotes, develops, and implements country-level development and resilience policies, strategies and programmes in close collaboration with subregional teams and partners.
- Leads the identification of strategic priorities for FAO's programme agenda, with specific attention to effective management of the Country Programme.
- Leads the development and promotion of the country office's resource mobilization strategy and its implementation, including through strong donor liaison, as well as ensures timely reporting on projects to resource partners.
- Guides the coordination and operational support to programme initiatives related to agriculture in country.
- Develops strategic partnerships with key stakeholders, including line ministries within the Government, United Nations agencies, regional and inter-regional institutions.
- Facilitates knowledge sharing activities in the country office as well as among member countries and regional/subregional entities.
- Promotes lessons learning through the documentation and analysis of information and experience in programmes aimed at sharing knowledge and good practices for FAO and interested partners.
- Coordinates the formulation of project profiles, fully-fledged project documents and ad-hoc reports related to FAO's programme.
- Represents the FAO Representative at meetings and forums related to country programming.

- Performs any other related tasks as assigned.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- University degree in Food Security, Nutrition, Agricultural Economics, Development Economics, Sustainable Agriculture (including livestock, forestry and fisheries), or related field.
- At least 5 years of relevant experience in technical cooperation's related activities, policy advice and analysis relating to food and nutrition security, agriculture and rural development, fishery, forestry, monitoring and evaluation of policies and programmes.
- Working knowledge (proficient level C) of English and limited knowledge (intermediate - level B) of one of the other official FAO languages (Arabic, Chinese, French, Russian or Spanish).

Competencies

- Results Focus
- Teamwork
- Communication
- Building effective relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Demonstrated ability to liaise and build partnerships with UN agencies, NGO, and government institutions on drought, floods, cyclones triggers development.
- Work experience in more than one location/country or area of work, particularly in field positions is desirable.
- Relevance and extent of experience in technical cooperation's related activities, policy advice and analysis relating to food and nutrition security, agriculture and rural development, monitoring and evaluation of policies and programmes.
- Relevance and extent of experience in working with inter-governmental bodies and multi-disciplinary teams.

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

ADDITIONAL INFORMATION

- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing)
- Incomplete applications will not be considered.
- Applications received after the closing date will not be accepted
- Please note that FAO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU) / United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed at <http://www.whed.net/>
- For additional employment opportunities visit the FAO employment website: <http://www.fao.org/employment/home/en/>
- Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

HOW TO APPLY

To apply, visit the recruitment website at [Jobs at FAO](#) and complete your online profile. We strongly recommend that your profile is accurate, complete and includes your employment records, academic qualifications, and language skills

- Candidates are requested to attach a letter of motivation to the online profile
- Once your profile is completed, please apply, and submit your application
- Candidates may be requested to provide performance assessments and authorization to conduct verification checks of past and present work, character, education, military and police records to ascertain any and all information which may be pertinent to the employment qualifications
- Incomplete applications will not be considered
- Personal information provided on your application may be shared within FAO and with other companies acting on FAO's behalf to provide employment support services such as pre-screening of applications, assessment tests, background checks and other related services. You will be asked to provide your consent before submitting your application. You may withdraw consent at any time, by withdrawing your application, in such case FAO will no longer be able to consider your application
- Only applications received through the FAO recruitment portal will be considered
- Your application will be screened based on the information provided in your online profile
- We encourage applicants to submit the application well before the deadline date.

If you need help or have queries, please create a one-time registration with FAO's client support team for further assistance: <https://fao.service-now.com/csp>