



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: 2429-AGP

Issued on: 26 May 2010

Deadline For Application: 21 July 2010

POSITION TITLE:	Programme Officer	GRADE LEVEL:	P-4
		DUTY STATION:	Rome, Italy
ORGANIZATIONAL UNIT:	Secretariat, International Treaty on Plant Genetic Resources for Food and Agriculture	DURATION *:	Fixed term: three years
	Agriculture & Consumer Protection Department, AG	POST CODE/N°:	C/2001642
		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 supervision of the Secretary, IT-PGRFA, the incumbent will provide support in the execution of operational and programme management activities of the Secretariat. In particular, will:

- manage operational support to the Secretariat encompassing budget preparation and oversight, human resources, procurement, travel and accommodations;
- develop and maintain Treasury functions ensuring a transparent structure and process for establishing, collecting and reporting regarding Contracting Party contributions;
- assist the Secretary in managing the Secretariat work programme through facilitation of management meetings, follow up on programme deliverables with Secretariat officers and monitoring programme activities against planned programme deliverables;
- organize the meeting programme of the Secretariat including the Governing Body, subsidiary bodies and mechanisms of the Treaty. Ensure that programme timing, agenda and logistics are coordinated and communicated within the Secretariat and with Contracting Parties, other participants and stakeholders;
- oversee the financial management of Secretariat resources, acting as Certifying Officer for all expenditures and ensuring that financial reporting is timely and consistent with FAO policies and procedures;
- build effective collaborative relationships with FAO counterparts ensuring the provision of administrative services in a timely manner;
- keep abreast of operational and programmatic approaches pursued in other similarly situated organizations and secretariats to ensure application of most effective processes in the delivery of Secretariat services
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree in public administration, law, economics, accounting or financial management or a related field
- Seven years of relevant experience in management of international governmental organizations or similar bodies at the national or international level
- Working knowledge of English, French or Spanish and limited knowledge one of the other two or Arabic, Chinese or Russian

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent of experience in management of intergovernmental organizations or similar bodies at the national or international level
- Extent of experience in financial management of a non-profit international organization
- Extent of experience in results-based management, including planning, coordinating, implementing and reporting on the substantive and administrative activities of national or international organizations
- Demonstrated ability to organize and conduct conferences, intergovernmental meetings and workshops
- Demonstrated ability to maintain effective institutional relations with governments and international governmental and non-governmental organizations
- Working knowledge of Arabic, Chinese, or Russian 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 2429-AGP
S. Bhatti, AGP
FAO Viale delle Terme di Caracalla 00153 Rome ITALY
Fax No: +39 06 57052133
E-mail: VA-2429-AGP@fao.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.

FAO IS A NON-SMOKING ENVIRONMENT



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: 2388-CIO

Issued on: **7 May 2010**

Deadline For Application: **2 July 2010**

POSITION TITLE:	Information Systems Specialist	GRADE LEVEL:	P-2
		DUTY STATION:	Rome
ORGANIZATIONAL UNIT:	Operations Information Systems Branch, CIOO	DURATION *:	Fixed term: Three years
	Chief Information Officer Division, CIO	POST CODE/N°:	C-2002625
		CCOG CODE:	1A05

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

DUTIES AND RESPONSIBILITIES

Under the general guidance of the Chief, Operations Information Systems Branch, and the direct supervision of the assigned team leader, the incumbent will perform activities associated with delivery of services in the area of management information systems. In particular will:

- maintain assigned portions of the Integrated Management Information System (consisting of a Data Warehouse, various Data Marts and a number of Business Intelligence applications);
- provide second and third-level technical support and problem resolution;
- participate in system analysis, development and implementation that result from programme or technological advances;
- update and maintain documentation and related technical and procedural manuals;
- assist in the delivery of training sessions and demonstrations of systems for users, draft training materials and user documentation;
- assist in assessing new technology, e.g., running practical tests;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in Computer Science, Information technology, Mathematics or related field
- Three years of relevant experience in developing and supporting data repositories and reporting environments as a member of a team
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two, or Arabic, Chinese or Russian

SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance of experience in developing and supporting data repositories/warehouses and Business Intelligence environments
- Demonstrated ability to solve problems quickly and tactfully, exercise sound judgement and decision making
- Demonstrated ability to work as an effective member of a team
- Extent of experience with Service Management and Project Management methodologies, such as ITIL and Prince2
- Quality of both oral and written communication skills in English

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

Level P-2 carries a net salary per year (inclusive of a variable element for post adjustment) from USD 72 877 to USD 89 598 (without dependants) and from USD 77 697 to USD 96 020 (with dependants)

TO APPLY: Carefully read and follow the Guidelines to applicants

Send your application to:

V.A 2388-CIO
Chief, CIOO Branch
FAO Viale delle Terme di Caracalla 00153 Rome ITALY
Fax No: +39 06 57056204
E-mail: VA-2388-CIO@fao.org

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GUIDELINES TO APPLICANTS

Examine carefully the relevancy of your qualifications by reviewing the Duties & Responsibilities of the position and the requirements that are needed in order to perform the job successfully.

HOW TO APPLY

Please provide a **completed FAO Personal History Form**, found on the Internet site.

- Your application should be typewritten (where possible), signed and dated.
- Clearly indicate in the appropriate box on the Personal History Form and on the front of your application, the title of the post and the Vacancy Number.
- Submit a separate application for each position for which you are applying.
- Send your application to the address (mail, e-mail, or fax) indicated on the Vacancy Announcement.
- Internal candidates should provide 10 copies of their application.

Applicants will be contacted directly if selected for an interview.

FILLING IN THE FAO PERSONAL HISTORY FORM

LANGUAGE SKILLS

Please list the languages with which you are familiar, beginning with your mother tongue, indicating the extent of your knowledge as:

- Excellent/Good = Working knowledge: You will be expected to work independently using the language required, to prepare a variety of written communications (correspondence, reports, working papers, etc...), to participate actively in meetings and in work-related discussions, etc.
- Fair = Limited knowledge: You will be expected to follow work related discussions or meetings, even though you may wish to intervene in another official language. You will be expected to participate in simple conversations, to use the telephone, to read and understand work-related texts and to write simple communications, etc.
- Slight

COMPUTER SKILLS

- Indicate your word processing skills and knowledge of database/spreadsheet (e.g. Excel, Access), or any other office automatic software known and used.
- If applicable, specify your work experience in data entry/retrieval and programming skills. Indicate knowledge of programming languages and operating systems.

ACADEMIC QUALIFICATIONS

Starting with the present and going in back in time, please give details of:

- Period of study with name and location of the academic institution,
- Title of study obtained, both in the original language and in English, indicating the subject(s) of specialization and year degree* was/is to be awarded,
- List any other relevant training or formal education that may be relevant to your application.

If selected for an interview, you will be expected to provide FAO with certified copies of your academic qualifications.

** A university degree is a title of study substantiated by at least 3 years of full time study (equivalent to a BA or BSc) from a bona fide institution. An advanced university degree is equivalent to a Masters degree.*

EXPERIENCE

- Relevant professional experience is counted from the time of attainment of the first relevant degree.
- Endeavour to demonstrate how your experience meets the requirements of the post.

OTHER INFORMATION

- If applicable, give the number of publications and provide a list and the dates of the most relevant publications.
- Provide samples of written work only upon request.