



Food and Agriculture Organization of the United Nations

## Vacancy Announcement No:

Issued on:  
Deadline For Application:

Position Title:	Junior Professional Officer (Finance)	Grade Level:	P-2
		Duty Station:	Rome, Italy
Organizational Unit:		Duration *:	Fixed-term, 2 years with possibility of extension
		Post Number:	
		CCOG Code:	

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

- 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 persons 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
- FAO staff are subject to the authority of the Director-General, who may assign them to any of the activities or offices of the Organization.

### Organizational Setting

The Food and Agriculture Organization of the United Nations (FAO) contributes to the achievement of the 2030 Agenda through the FAO Strategic Framework by supporting the transformation to MORE efficient, inclusive, resilient and sustainable agrifood systems, *for better production, better nutrition, a better environment, and a better life*, leaving no one behind.

The Finance Division recommends and administers financial policies and procedures that meet the highest professional standards; keeps accounts that accurately record financial activities and meet the requirements of internal and external audits; prepares reports to accurately portray the financial status of the Organization and its activities; ensures that the Organization's financial resources are securely kept and productively employed while in FAO's custody; oversees financial operations wherever performed in the Organization; and ensures that all disbursements are timely and made in accordance with established policies and procedures.

The post is located in the Financial Reporting and Control Unit in CSF at FAO headquarters in Rome, Italy.

### Reporting Lines

The Junior Professional Officer (Finance) reports to the Senior Finance Officer.

### Technical Focus

The Junior Professional Officer (Finance) assists with the development and implementation of programmes and activities related to the financial management of the Organization.

### Key Results

Collection and analysis of information, data and statistics and project/meeting services to support programme projects, products and services.

### Key Functions

- Collects and analyses relevant technical, social, economic, environmental, institutional and technology related information, data and/or statistics to support the delivery of programme projects as well as products and services;
- Undertakes analysis, provides technical input for plans and reports and edits/revises technical/scientific documents;
- Participates in the development of improved work methods, tools and systems;
- Updates databases and web pages;
- Participates in multidisciplinary project/work teams;
- Collaborates in the development of training tools and materials and the organization of workshops/seminars, etc.;
- Participates in the organization, conduct and follow-up of meetings, consultations and conferences, the development/production of required materials and the provision of information and assistance to partners.

### Specific Functions

- Contributes to the documentation of business processes and to the preparation of process flows;
- Participates in related Enterprise Resource Planning (ERP) test cycles, executes tests where necessary and keeps the related test plans and test logs up to date with test results;
- Contributes to the preparation of training material and related documentation;
- Maintains close and effective relations with various units to gather and disseminate information on a timely basis.

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in relevant area such accounting, finance, business administration, or related fields and three years of relevant experience, including finance, accounting and/or business analysis; **OR** a first level university degree in accounting, finance, business administration or a related field, five years of relevant experience and completion of professional qualification in accountancy (CA, CPA, ACCA) or investment professional (CFA).
- Working knowledge (proficient – level C) of English and limited knowledge (intermediate – level B) of another FAO official language (Arabic, Chinese, French, Russian or Spanish).

### 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 finance, business analysis and accounting within a computerized accounting environment
- Extent and relevance of knowledge and experience in analysing and evaluating financial reports
- Extent and relevance of knowledge and experience in International Public Sector Accounting Standards (IPSAS) or International Financial Reporting Standards (IFRS), UN Financial Rules and Regulations would be an asset
- Working knowledge (proficient – level C) of another FAO language would be an asset.

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

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