



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°:

Issued on:

Deadline For Application:

POSITION TITLE:	Junior Professional Officer (Resource Mobilization and Contracts)	GRADE LEVEL:	P-2
ORGANIZATIONAL UNIT:	Resource Mobilization and Private Sector Partnerships Division, PSR	DUTY STATION:	Rome, Italy
DEPARTMENT/OFFICE:		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 Resource Mobilization and Private Sector Partnerships Division (PSR) leads and coordinates the mobilization of voluntary contributions (currently about 70 percent of FAO's budget) in support of the organization's strategic priorities. PSR manages FAO's relations with resource partners, strategically matching partners' interests to those of the organization, and supports the negotiation of approximately 800 Trust Fund agreements per year. It mounts marketing and analysis campaigns around global development opportunities, provides market and business intelligence and positioning services to management as well as resource mobilization capacity development to decentralized and headquarter offices. PSR also oversees and coordinates results reporting to ensure accountability to resource partners.

The position is located in the Resource Partnership Management Unit within PSR at FAO headquarters, Rome, Italy. The Unit is divided into four teams dealing respectively with the European Union (EU), European Bilateral Partners, Pacific Rim and Non-State Partners, and Emerging Partners and International Financial Institutions (IFIs).

Reporting Lines

The Junior Professional Officer (Resource Mobilization and Contracts) will report to a Senior Officer in the Resource Partnership Management Unit within PSR.

Technical Focus

Grant and contract negotiations, donor relations, resource mobilization liaison, capacity development and programming support.

Key Results

Provision of support in the mobilization of voluntary contributions; resource mobilization outreach; facilitation/negotiation/formalization of funding agreements; capacity development and programming support; monitoring and quality control of outreach and reporting to partners; guidance and support to units responsible for operating projects.

Key Functions

- Supports the preparation of annual work plans to achieve divisional targets in assigned areas.
- Collaborates with and supports headquarters teams and Decentralized Offices to mobilize resource partnerships in line with defined corporate priorities.
- Supports contact with potential partners to explore funding opportunities, supports negotiations of funding agreements and project proposals with governments, international organizations, private sector and civil society partners;
- Maintains effective working relationships with key stakeholders throughout the project cycle, including support to project implementation; facilitates monitoring and compliance issues and submission of reports, as required.
- Supports capacity development efforts in support of staff in all locations with regard to resource mobilization partnerships through policy development, production of training material and delivery of training.
- Participates in the organization of donor meetings, events and outreach campaigns.
- Contributes to the global resource mobilization and supports Regional Initiatives teams.
- Supports the corporate resource mobilization efforts and monitors and reports on key results.

Specific Functions

- Liaises with various assigned resource partners to facilitate issues related with resource partners' compliance throughout the project life cycle (funding, administrative, financial, legal, partner and technical requirements).
- Supports the pre-check phase of Trust Fund agreements to be signed by FAO for resource partner compliance issues, including assisting in negotiating Trust Fund agreements, project proposals and related terms and conditions with assigned resource partners.
- Supports project formulators in ensuring projects support FAO's Sustainable Development Goals.
- Provides support to technical divisions and decentralized offices by liaising with them for signatures of funding agreements and approval of project proposals with assigned resource partners.
- Assists in monitoring donor governments' geographical and thematic development priorities.
- Assists in the overall monitoring and updating of operational and pipeline projects and initiates the necessary follow-up with the technical, operational and administrative units concerned, both at FAO headquarters and in the Decentralized Offices.
- Provides support to the drafting of briefs, speaking points and analytical documentation.
- Performs other related duties as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in international development, development economics, international law, business administration, or another field relevant to the work of the Organization.
- Three years of relevant experience in international development, donor aid programmes, fundraising, grant negotiations and management.
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 and 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 of experience in managing relations and outreach with partners.
- Demonstrated skills and experience in resource mobilization.
- Extent of experience in agricultural development, capacity development, training, knowledge sharing, and international technical cooperation programmes.
- Experience in institutional collaboration and partnership with governments, private sector and regional, national and local development agencies.

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