



Food and Agriculture Organization of the United Nations

Vacancy Announcement No:

Issued on:
Deadline For Application:

Position Title:	Junior Professional Officer (Conference)	Grade Level:	P-2
		Duty Station:	Rome, Italy
Organizational Unit:	Office of the Director-General (ODG)	Duration *:	Fixed-term, 2 years with possibility of extension
		Post Number:	
		CCOG Code:	1A04

*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 position is located in the Office of the Director-General (ODG) at FAO headquarters in Rome, Italy.

Reporting Lines

The Junior Professional Officer (Conference) reports to the Senior Coordinator for Governing Bodies, ODG.

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 as required.

Specific Functions

- Collects and analyses information for inclusion in statutory and/or management reports and statements;
- Analyses and prepares reports, procedures, Governing Body-related and administrative rules and policies;
- Supports processes for smooth functioning of Governing Body meetings and preparatory meetings;
- Performs other related duties as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in political sciences, international law, international relations, agricultural economics or another field relevant to the work of FAO.
- Three years of relevant experience, including relevant experience in governance activities, conference management, liaison with Members and external partners, and/or related experiences within the United Nations or similar intergovernmental entities.

- 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

- Good knowledge of communication and documentation standards.
- Good knowledge of corporate resources systems and administrative procedures and policies.
- Ability to meet tight deadlines and manage multiple tasks.

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