



Food and Agriculture Organization of the United Nations

## Vacancy Announcement No.:

**Issued on:**  
**Deadline For Application:**

<b>Position Title:</b>	<b>Junior Professional Officer (Monitoring)</b>	<b>Grade Level:</b>	<b>P-2</b>
		<b>Duty Station:</b>	<b>Bangkok, Thailand</b>
<b>Organizational Unit:</b>	<b>FAO Regional Office for Asia and the Pacific (RAP)</b>	<b>Duration *:</b>	<b>Fixed-term, 2 years with possibility of extension</b>
		<b>Post Number:</b>	
		<b>CCOG Code:</b>	

\*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.**

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.

### Organizational Setting

The Regional Office for Asia and the Pacific (RAP) is responsible for leading FAO's response to regional priorities for food security, agriculture and rural development through the identification, planning and implementation of FAO's priority activities in the region. It ensures a multidisciplinary approach to programmes, identifies priority areas of action for the Organization in the region and, in collaboration with divisions and offices at headquarters, develops, promotes and oversees FAO's strategic response to regional priorities. RAP also advises on the incorporation of regional priorities into the Organization's Programme of Work and Budget and implements approved programme and projects in the region, monitors the level of programme implementation and draws attention to problems and deficiencies. RAP develops and maintains relations with region-wide institutions including the Regional Economic Integration Organization (REIOs). The Regional Office supports regional policy dialogue on food security, agriculture and rural development issues, facilitates the emergence of regional partnerships, and supports capacity development and resource mobilization for food security, agriculture and rural development in the region.

The post is located in the Country Support and Field Programme (CFP) Module of RAP in Bangkok, Thailand. The CFP Module is responsible for overall oversight, quality assurance, and strategic and operational planning and capacity development for effective management action on the field programme across the region, including regional projects managed by RAP.

### Reporting Lines

The Junior Professional Officer (Monitoring) reports to the Senior Field Programme Officer (SFPO) and supports other professional staff in the CFP and Technical modules.

### Technical Focus

The Junior Professional Officer (Monitoring) assists with the development and implementation of programmes and activities related to the field programme and regional projects across the region, including providing support to Country Offices.

### Key Results

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

- Assists monitoring the Trust Fund and Programme funded project pipeline for countries in the Asia-Pacific region;
- Supports following-up on the status and progress of the formulation of pipeline projects (for regional and national projects), identifying bottlenecks which affect timeliness of project formulation, and prepares regular reports for RAP management;
- Supports the process of prioritization and formulation of regional projects at the level of the Regional Office;
- Assists reviewing project proposals prepared by FAO Representatives and Technical Officers as requested, and advises on basic requirements and standards;
- Assists reviewing submissions for peer-review, analyses for completeness and advises on related standards and policies;
- Contributes to the corporate monitoring of the effective implementation of projects, with particular focus on the respect for the project cycle standards and policies;
- Supports information management related to the field programme, such as documenting project results/impact and success stories;
- Acts as focal point, oversees and coordinates the collection and storage of information and documents;
- Supports analysis, provides technical input for proposals, project documents, plans and reports and edits/revises technical documents;
- Supports identification of projects/programmes facing problems and identification of risks and draws them to the attention of responsible officers/units concerned;
- Follows up with budget holders on projects/programmes; supports the CFP team in drafting relevant reports about field programme progress or challenges through data analysis;
- Performs other duties as required.

## **CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING**

### **Minimum Requirements**

- Advanced university degree in relevant area such as Agricultural Economics, Economics, Social Sciences, Environmental Studies, Rural Development or related field.
- Three years of relevant experience, including practical experience in one or more of the following: monitoring, data management or analysis, project formulation, appraisal, and/or implementation.
- 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 and skills in programme management
- Extent and relevance of experience in programme/project implementation in developing countries
- Extent and relevance of experience of project or programme monitoring
- Ability to write clear analytical reports for management
- Extent and relevance of experience with using Excel and corporate data bases
- Demonstrated ability to provide guidance and advice with a client oriented approach

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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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