



Food and Agriculture Organization of the United Nations

Vacancy Announcement No.:

Issued on:
Deadline For Application:

Position Title:	Junior Professional Officer (Programme Management)	Grade Level:	P-2
		Duty Station:	Rome, Italy
Organizational Unit:	Office of Climate Change, Biodiversity and Environment (OCB)	Duration *:	Fixed term – One year 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.

FAO's commitment to environmental sustainability is integral to our strategic objectives and operations.

The Office of Climate Change, Biodiversity and Environment (OCB) works to ensure that countries and stakeholders respond to the challenges of climate change, biodiversity loss, and environmental degradation, keeping food and agriculture sustainability high on the agenda. OCB contributes to all FAO aspirations, focusing on how the work for a better environment can contribute to better production, better nutrition and better livelihoods, while promoting the integration of multidisciplinary and innovative approaches in the activities of the Organization, for the sustainable use, management and conservation of natural resources for food and agriculture. OCB assists member countries in their responses towards the challenge of climate change mitigation and adaptation, as well as the development of adaptive capacities of agriculture, fisheries and forestry for conservation and sustainable use of biodiversity and other natural resources. It provides a coordination role on climate change, biodiversity and the environment. The Division also serves as a focal point to the Global Environment Facility (GEF) and Green Climate Fund (GCF) and providing support and guidance on Disaster and Risk Reduction issues. In addition, it works on support to the implementation of the UN Framework Convention on Climate Change and enabling member states to ensure mainstreaming of climate change concerns in agrifood policies, practices and approaches.

The Programme Hub of OCB coordinated strategic processes and support OCB teams in the effective delivery of services and provision, both internally to the organization and to external stakeholders such as national governments.

The post is located in FAO Headquarters, Rome, Italy.

Reporting Lines

The Junior Professional Officer (Programme Management) reports to the Deputy Director of OCB and works in close cooperation with relevant Officer(s) and staff within the programme hub.

Technical Focus

The Junior Professional Officer (Programme Management) assist in programme support activities to OCB senior management, including in strategic planning, programme implementation, monitoring and reporting, partnership building and outreach.

Key Results

Collection and analysis of information, data and statistics and project/meeting services to support advocacy and outreach, as well as strategies and programmes.

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, dashboards 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

- Supports OCB Management in strategic planning, implementation and reporting processes;
- Supports the monitoring and tracking of OCB activities, programmes and initiatives, including related work on programmes, corporate strategies and implementation plans (climate change and biodiversity);
- Contribute to the alignment of OCB work to the Sustainable Development Goals and the Multilateral Environmental Agreements and supports in related internal and external reporting and auditing processes;
- Analyze quantitative and qualitative data, statistics and information to keep track of the state of climate change, biodiversity and environment trends and emerging issues
- Support the analytical capacity of OCB to quickly respond to global, regional and countries' needs by systematically gathering and analyzing data and producing information
- Facilitates collaboration with other units and organizations, in particular the UN Rome Based Agencies (WFP and IFAD);
- Supports analysis of current trends and global and national processes to ensure OCB's outreach, work and services remain relevant and competitive;
- Undertakes stock takes and analysis, including the use of relevant FAO portals, data archives and management systems and provides data summaries and information required for senior management decision making, and
- Perform other tasks relevant to the activities listed above that may be required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in environmental sciences, agriculture, forestry, natural resources management, economics, management or a related field;
- Three years of relevant experience in data and programme management, policy analysis, writing reports, and in the field of climate change, biodiversity and/or natural resources management in agriculture;
- Working knowledge (proficiency - level C) of English and intermediate knowledge (intermediate proficiency - 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;
- Extent and relevance of experience in collecting and analyzing technical information and data;
- Extent and relevance of experience in the preparation, editing and revision of technical/scientific documents and in organizing meetings and workshops;
- Extent of knowledge and relevant experience in development of strategies, implementation plans and related processes, including monitoring and reporting;
- Extent and relevance of experience in establishing and maintaining partnerships and collaboration with stakeholder such as UN agencies, government institutions and agencies;
- Strong skills in analytical, statistics, reviewing of technical information and developing integrated compilations of

- materials, including development of related guidance materials.
- Working Knowledge (proficient level C) of another official FAO language (Arabic, Chinese, French, Russian or Spanish would be an asset).

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