



The Special Programme for Food Security (SPFS)
Viale delle Terme di Caracalla,
00100 Rome, Italy.
Fax. +39 06874597829

Professional Vacancy Announcement No: 2002 - LEG-SPFS
Position Title: LEGAL OFFICER
Grade Level P-5
Duration Fixed Term: 4 years
Duty Station : Georgia, Indonesia, Venezuela and Egypt

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Legal Counsel and the direct supervision of the Chief, Development Law Service, to provide support in legal activities, research and related issues pertaining to the Organizations activities and mandates in relation to development law. More specifically, to:

- * advise Member Governments on the legal and institutional aspects of the management of agricultural and other renewable natural resources;
- * contribute to the preparation and implementation of field projects in the above-mentioned areas of work;
- * conduct advisory missions in connection with field projects;
- * provide SPFS technical divisions with advice and information on the above-mentioned fields of development law;
- * contribute to legal studies and comparative analyses;
- * draft texts of national legislation as required;
- * respond to requests for information on national and international law in the above-mentioned fields of development law;
- * participate as required in working groups, meetings and conferences;
- * perform other duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- * University degree in law
- * Five years of responsible experience in legal work in the field of agricultural or other renewable natural resources legislation

REMUNERATION

Level P-5 carries a net salary per year (inclusive of a variable element for post adjustment) from US\$ 126,349 US\$ 148,882 (without dependants) and from US\$ 136,005 to US\$ 161,574 (with dependants)

2. Vacancy No. AGN/SPFS/159/08

Position Title: Principal Advisor

Grade D-1

Duration Fixed Term: 4 years

Duty Station : Georgia, Indonesia, Venezuela and Egypt

Summary of Duties and Functions

Under the general supervision of the Director, AGN:

- * Coordinate and oversee the implementation of:
 - the Divisions field programme activities in the areas of food safety, quality, nutrition, biosecurity and other technical fields; the Divisions input to various internal as well as external interdisciplinary activities, including Priority Areas for Inter-disciplinary Action (PAIAs), Clusters, Working Groups, Inter-agency mechanisms, Task Forces, etc.
 - the Divisions submissions to internal and external mechanisms for fund raising for regular programme and field activities;
- * Assist in the provision of policy and technical advice to SPFS member countries on issues of relevance to the Divisions areas of work;
- * Manage the planning, programming, monitoring and budgeting of the divisions staff and non-staff resources from the development of a coherent, implementable, results-based budget, through to detailed planning, implementation and reporting in corporate systems interacting with the division director, group leaders, and professional staff;
- * Recommend selections of staff for vacant positions and consultancies, and guide, supervise and evaluate the work of the staff and consultants in the Division (except those related to the Secretariat of the Codex Alimentarius Commission).

General Requirements

- *Advanced University degree in food science, nutrition, or related fields;
- *Extensive professional experience in planning, organizing and coordinating interdisciplinary food science, nutrition, food safety and quality programmes, including experience in developing countries;
- *Experience in the areas of work of the Division with substantial experience in management;
- *Solid analytical competency and ability to express and synthesize ideas clearly and concisely, both orally and in writing particularly in the English language;
- * Competency in leading, supervising and managing a team of professionals with diverse cultural, academic and linguistic backgrounds in an international, and in particular, an intergovernmental setting;
- * Experience in preparing project proposals for funding and interacting with diverse funding agencies.
- * Computer literacy, and ability and willingness to use personal computer on a regular basis and to upgrade such skills as required.

Managerial Competencies Strategic vision: Has capacity to develop a vision, mission and strategies and to focus on the needs of Member Countries and to adjust strategies to take account of changing circumstances. Managing people: Fosters team spirit through building trust and commitment to common objectives and recognising team successes. Result Orientation: Demonstrates an ability to manage programmes and projects efficiently under shifting priorities, in order to achieve targets. Partnering: Negotiates effectively with partners to enable successful outcomes for all stakeholders and actively supports inter-disciplinarity across SPFS. Strong Communication Skills: Demonstrates a high level of communication skills in promoting the Organization's message

Remuneration

REMUNERATION

Level D-1 carries a net salary per year (inclusive of a variable element for post adjustment) Single: From US\$ 151,252 to US\$ 169,651 Dependent: From US\$ 163,637 to US\$ 184,951

3. Professional Vacancy Announcement No: 2028/PBE/SPFS

Position Title SENIOR EVALUATION OFFICER
Grade Level P-5
Duration Fixed term: 4 years
Duty Station : Georgia, Indonesia, Venezuela and Egypt

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Chief Evaluation Service (PBEE), the incumbent will participate in the management of the Service and all aspects of evaluation work. In particular, to:

- * Act as team leader in evaluation studies and reviews
- * Manage evaluations of SPFS's activities;
- * Lead the preparation of reports and syntheses of evaluations including reports for the Governing Bodies;
- * Present evaluation reports to the SPFS Governing Bodies;
- * Contribute to the development of information products on the results and lessons from evaluation, including the evaluation website, and work to disseminate the lessons of evaluation both inside and outside SPFS;
- * Play a lead role in the development of evaluation procedures and methods;
- * Supervise and manage Evaluation Service staff and consultants;
- * Advise the Service Chief in management of the Service and its staff;
- * Perform other related duties as required

MINIMUM REQUIREMENTS

Candidates should meet the following:

- * University Degree in Economics, Agriculture, Social Science or Evaluation;
- * Ten years of relevant experience in evaluation and in the analysis of agricultural and rural development issues at the international level;

SELECTION CRITERIA

Candidates will be assessed against the following:

- * Relevance of experience and evidence of evaluation capacity at senior level, particularly as it relates to agriculture and rural development;
- * Extent of relevant work experience in developing countries;
- * Relevance and level of academic qualifications within evaluation, agriculture, rural development, economics or the social sciences;
- * Managerial capability, leadership and excellent communication skills (both orally and in writing);
- * Fluency in English and French and knowledge of one or more of the other languages of SPFS
- * Willingness to undertake extensive duty travel, including in hardship situations;
- * Ability to write analytical, clear and concise reports.

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

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

REMUNERATION

Level P-5 carries a net salary per year (inclusive of a variable element for post adjustment) from US\$ 126,349 US\$ 148,882 (without dependants) and from US\$ 136,005 to US\$ 161,574 (with dependants)

4. Professional Vacancy Announcement No: 2033-ESD/SPFS

Position Title **ENVIROMENTAL OFFICER**

Grade Level **P-5**

Duration **Fixed term: 4 years**

Duty Station : **Georgia, Indonesia, Venezuela and Egypt**

Responsibilities:

Under the direct supervision of the Chief, Environment Section and the general supervision of the Chief, Environment and Sustainable Development Division, the incumbent develops and implements programmes and projects to promote regional and subregional environmental cooperation in the region that support global and other internationally-agreed environmental initiatives and programmes, and promotes the integration of environmental concerns into national planning processes to achieve sustainable development.

The duties include:

- (1) Undertake periodic reviews and analytical studies including analysis and assessment of global, regional and sub regional environmental cooperation;
- (2) Conduct normative and analytical studies concerning the innovative socio-economic policies to promote environmentally sustainable economic growth in the region.
- (3) Provide support to intergovernmental processes dealing with environment issues in the region.
- (4) Assist in the organization, document preparation, management and servicing of expert group meetings, training activities, consulting, services, and studies.
- (5) Assist in the preparation of project documents and implementation and monitoring of the progress of technical cooperation programmes/projects.
- (6) Contribute to the strategic planning, formulation and implementation of the programme of work and priorities towards the protection of environment and sustainable development;
- (7) Performs other related duties as required, including a variety of administrative tasks necessary for the final delivery of the work units services, as assigned by the Chief of Section.

Competencies:

Professionalism: Sound analytical and research skills combined with substantive experience in project management and implementation; Familiarity with scientific/technical backgrounds of multilateral environmental conventions on air and water pollution, climate change, and waste management; Ability to apply sound theory and concepts to work; Ability to determine suitability, validity and accuracy of data provided by others and make assessments of research documentation and studies.

Planning and organizing: Good planning and organizing skills to effectively develop own work and ensure timely delivery of results.

Communications:

Very good written and oral skills. **Technology awareness:** Proficient in computer systems including word processing, database management systems, knowledge of statistical and spreadsheet packages. **Teamwork and respect for diversity:** Good interpersonal skills; Strong communication skills, both written and oral; Ability to establish and maintain effective working relations with people of different national

and cultural background; Ability to identify and address relevant gender perspectives in substantive work. Client orientation: Ability to establish and maintain working relationships with colleagues, other staff and outside clients. Creativity: Ability to think outside the box and propose new ideas and activities that would support the overall implementation of the work programme.

Education Qualifications:

Advanced university degree in environment or related fields. Candidate with first level university degree with a minimum of eight years of progressively responsible professional experience in the relevant fields would be acceptable Work Experience: A minimum of five years of professional experience including two years of experience in the field of environmental policies, sustainable development and technical cooperation.

REMUNERATION

Level P-5 carries a net salary per year (inclusive of a variable element for post adjustment) from US\$ 126,349 US\$ 148,882 (without dependants) and from US\$ 136,005 to US\$ 161,574 (with dependants)

5. Professional Vacancy Announcement No: 2041-PPE/SPFS

Position Title PROGRAMME OFFICER

Grade Level P-5

Duration Fixed term: 4 years

Duty Station : Georgia, Indonesia, Venezuela and Egypt

Responsibilities

Under the general guidance of the Chief of the Division and the direct supervision of the Chief of the Programme Planning and Evaluation Unit, the incumbent: participates in strategic planning exercises and follows up on their results; assists in the preparation of the biennial programme budget and in servicing the related intergovernmental review process; participates in the design, monitoring and reporting of the Regular Programme; participates in programme/project impact assessment and evaluation exercises; contributes to the setting up and further development of in-house norms, standards and policies to guide programme/ project evaluation; assists the Unit's Chief in preparing special reports and in undertaking policy analysis and processing studies that may be requested on an ad-hoc basis.

Competencies

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to programme/project management and evaluation; good research, analytical and problem-solving skills; familiarity with and experience in the use of various research methodologies and sources, including electronic resources; ability to apply good judgement in the context of assignments.

Planning and organizing: Ability to establish priorities and to plan, co-ordinate and monitor own work plan and that of others working in his/her area of competence such as a network of focal points, regional advisers, experts and individual programme managers (directors) while undertaking specific planning/programming assignments. **Teamwork:** Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multicultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance.

Communication: Good communication (spoken and written) skills, including the ability to draft/edit a variety of written reports, studies and other communications and to articulate ideas in a clear, concise style. Technology awareness: Solid computer skills in project programme management applications.

QUALIFICATIONS.

Education

Advanced university degree in economics, business administration or related field. Work Experience At least 5 years of progressively responsible relevant experience in Programme/ project planning, monitoring, reporting and evaluation. Working experience in international organizations would be highly desirable. The length of experience of candidates holding a PhD may be reduced to three years.

REMUNERATION

Level P-5 carries a net salary per year (inclusive of a variable element for post adjustment) from US\$ 126,349 US\$ 148,882 (without dependants) and from US\$ 136,005 to US\$ 161,574 (with dependants)

6. Professional Vacancy Announcement No: 2049/ ADM/SPFS

Position Title Administrative Officer

Grade Level P-5

Duration Fixed term: 4 years

Duty Station : Georgia, Indonesia, Venezuela and Egypt

The Administrative Officer will be responsible for the following duties: Initiate and coordinate actions covering the entire span of human resource activities, e.g., recruitment, placement, promotion, performance appraisal, vacancies, job classification reviews, separation of staff members, training, etc., ensuring consistency in the application of UN rules and procedures. Provide expert advice with respect to conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations. Represent the Department/Unit at Departmental Panels and appointment bodies. Review post incumbency reports for purposes of vacancy management and staffing table control. Provide advice to Senior Management and staff regarding Staff Regulations and Rules, policies and procedures concerning Human Resources issues by studying, researching and explaining various rules and procedures or identifying matters which need to be addressed; writing guidelines for various rules and procedures and analyzing the situation to recommend appropriate solution as required. Counsel staff members regarding various human resources and management issues by explaining rules and procedures and recommending solutions or course of action to take. recommending recruitments, appointments, extensions of contracts and promotions, participating in internal selection panel meetings, reviewing and taking appropriate actions regarding requests from staff members and managers on various HR-related matters. Provide expert guidance and leadership to more junior staff. Perform other related work as required

Competencies
Professionalism - Demonstrated in-depth technical knowledge of human resources management;
proven analytical skills; Proven ability to establish priorities and to plan, coordinate and organize work. Client Orientation - Ability to

identify clients' needs and propose appropriate solutions as well as establish and maintain effective relationships with outside collaborators and other contacts;

Communication - Excellent communication (verbal and written) skills, including ability to prepare reports and conduct presentations by clearly formulating positions on human resources and administrative issues;

Teamwork - Proven interpersonal skills and the ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity; proven record of building and managing teams and creating an enabling environment, including the ability to effectively lead, supervise, mentor, develop and evaluate staff and design training/skills enhancement initiatives to ensure effective transfer of knowledge/skills.

QUALIFICATIONS

Education

Advanced University degree (Master's degree or equivalent) in human resources management, public administration, or other related field. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of 7 years of progressively responsible experience in human resources management is required. Supervisory experience is desirable.

7. Professional Vacancy Announcement No: 2052/FN/BG/ SPFS

Position Title Finance Officer

Grade Level P-5

Duration Fixed term: 4 years

Duty Station : Georgia, Indonesia, Venezuela and Egypt

Responsibilities

Under the guidance of the Section Chief, the incumbent is expected to analyse budget submissions, obtain clarifications and justifications and prepare budget and budget performance reports . prepare financial implications for Security Council reports, and to administer the related trust funds. The incumbent supports the Director and Section Chief in the presentation of budget proposals and budget performance reports. The incumbent also prepares allotments, staffing table authorisations, redeployments of funds, analyses and monitors budget implementation, initiates payments to troop-contributing Governments for settlement of liabilities, and prepares communication to donors on financial aspects of trust fund activities. The incumbent may be requested to perform other related duties assigned by the Section Chief, including team assignments for Division-wide initiatives.

Competencies

Professionalism - Possesses conceptual and analytical skills including a complete, in-depth grasp of financial principles and practices, with knowledge of budget development including results based budgeting and financial administration of resources; accepts additional responsibilities as required by the demands of service; strives for excellence in performance continually; remains composed while working effectively in stressful situations; uses information technology effectively as a tool and resource; demonstrates substantive and technical knowledge to meet responsibilities and post requirements with excellence; is motivated and demonstrates a capacity to pursue personal development and learn; willing to frequently work beyond normal working hours in order to get the job done.

QUALIFICATIONS

Education

A first level university degree with a relevant combination of academic qualifications and experience in business administration, finance or relevant field.

Work Experience

Progressively responsible experience in resource planning, budget preparation, budget monitoring and analysis of implementation is a requirement.

Demonstrated experience in results based approaches to budgeting is highly desirable.

Other Skills

Proficiency in use of information technology tools for financial analysis and monitoring of budgets is required. Proficiency in use of office software, in particularly Excel, Word and PowerPoint is required.

Strong writing skills is a requirement.

REMUNERATION

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METHOD OF APPLICATION

ALL INTERESTED APPLICANTS SHOULD SEND THEIR RESUME AND COVER LETTER TO THE DIRECTOR, HUMAN RESOURCES. Via email: recruit@spfs-org.site.tc ONLY AND STATING THE POST TITLE AND LOCATION OF CHOICE AS THE SUBJECT. CLOSING DATE: OPEN TILL WHEN FILLED.