



Food and Agriculture Organization of the United Nations  
PROFESSIONAL VACANCY ANNOUNCEMENT N°:

Issued on: **NA**

Deadline For Application:

POSITION TITLE:	<b>Associate Professional Officer (Programme Officer – Donor relations, Resources Mobilization)( TCR-APO-01)</b>	GRADE LEVEL:	<b>P- 2</b>
ORGANIZATIONAL UNIT:	Resource Mobilization Division, TCR	DUTY STATION:	<b>Rome</b>
	Technical Cooperation Department, TC	DURATION :	<b>Fixed-Term, 2 years</b>
		POST NUMBER:	
		CCOG CODE:	<b>1A11</b>

**Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.  
Persons with disabilities are equally encouraged to apply.  
All applications will be treated with the strictest confidence.  
The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization**

### Organizational Setting

The Resource Mobilization Division (TCR) leads and coordinates the mobilization of voluntary contributions (currently 60 percent of FAO's budget) in support of the organization's strategic priorities. TCR manages FAO's relations with resource partners, strategically matching partners' interests to those of the organization, and supports the negotiation of agreements. It mounts marketing campaigns around global concerns, provides market and business intelligence and positioning services to management as well as resource mobilization capacity development opportunities to decentralized and headquarter offices.

TCR also oversees global programme and project reporting to resource partners. It strives to assure the highest quality of development results, through providing project cycle oversight and support, and policy design for operational modalities and outsourcing.

The post is located in Rome, Italy.

### Reporting Lines

The Associate Professional Officer/Programme Officer reports to the Senior Programme Officer, TCR.

### Technical Focus

Resource Mobilization, Donor Relations, Grant negotiation, capacity development and programming support.

### Key Results

Provision of support in the mobilization of voluntary contributions, focusing on sustainable agriculture, production climate change adaptation and mitigation, environmental restoration, rural development, food and nutrition security, and resilience; facilitation/negotiation/formalisation of grant agreements; decentralized network on /Resource Mobilization coordination; capacity development and programming support and marketing; 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;
- Collaborates with and supports FAO's Strategic Objectives teams, headquarters departments and Decentralized Offices to mobilize resources 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 to support 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, the production of training material and delivery of training;
- Participates in the organization of marketing and outreach activities related to FAO's Strategic Objectives and defined priority areas; facilitates donor meetings, events and outreach campaigns;
- Contributes to the global Resource Mobilization and supports Regional Initiatives teams; monitors and reports on key results;
- Performs other related duties as required.

### Specific functions

- Liaises with various assigned donor countries to facilitate donor-compliance-related issues throughout their project life cycle (funding, administrative, financial, legal, partner and technical requirements);

- Supports visibility and public relation activities in close cooperation with the Office for Corporate Communication (OCC);
- Supports the pre-check phase of Trust Fund agreements to be signed by FAO for donor compliance issues, including assisting in negotiating Trust Fund agreements, project proposals and related terms and conditions with assigned donor countries;
- Supports project formulators in making sure projects support FAO's Strategic Objectives and the 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 afore donor countries;
- Assists in monitoring donor governments' geographical and thematic development priorities;
- Assist 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 draft of briefs and speaking points, including analytical documentation;

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

### **Minimum Requirements**

- Advanced university degree in international development, development economics, international law, business administration, agriculture, agricultural economics, or another field relevant to the work of the Organization
- Three years of relevant experience in External Relations, Resource Mobilization or Partnerships in an international agency or in programmes/projects related to food and agriculture
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian

### **Competencies**

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

### **Technical Skills**

- Work experience in more than one location or area of work, particularly in field positions is desirable
- Extent and relevance of experience in managing relations and outreach with partners
- Demonstrated skills and experience in Resource Mobilization
- Extent and relevance of experience in agricultural development, capacity development, training, knowledge sharing, and international technical cooperation programmes
- Extent and relevance of experience in institutional collaboration and partnership with governments, private sector and development regional, national and local agencies
- Familiarity with FAO/UN operational procedures
- Quality of oral and written communication skills in English

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## ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills
- Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview
- Your application will be screened based on the information provided in your iRecruitment online profile (see “*How to Apply*”) We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognized in the IAU/UNESCO list
- Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of two years
- Candidates may be requested to provide performance assessments and references.

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## REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

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## HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/iRecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: [iRecruitment@fao.org](mailto:iRecruitment@fao.org)

**FAO IS A NON-SMOKING ENVIRONMENT**