

Advertisement

Junior Professional Officer

Liaison



Food and Agriculture Organization
of the United Nations

Food and Agriculture Organization

Closing date:
15 December 2022

I General information

Title:	Junior Professional Officer (Liaison), P2
Sector of Assignment:	Liaison Office with the United Nations in New York
Country:	USA
Location (City):	New York
Agency:	FAO
Duration of Assignment:	Initially one year with the possibility to extend up to a maximum of 3 years
Grade:	P2 step 1 in the first year

Note: This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed to **PEOPLE WITH DUTCH NATIONALITY AND NATIONALS OF DEVELOPING COUNTRIES THAT APPEAR ON THE LIST OF THE FOLLOWING COUNTRIES ELIGIBLE FOR THE DUTCH JPO PROGRAMME:**

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries%20%20November%202018.pdf>

For criteria see the website of Nedworc Foundation:

[Junior Professional Officer Programme - Nedworc Foundation](#)

Please read the criteria and FAQ section carefully before considering applying

II Duties

General

Supports the achievement of the Sustainable Development Goals (SDGs) by liaising with key partners and UN agencies and member countries in New York. Support the establishment and maintenance of relations with the Liaison Office with the United Nations, contribution to and promotion of UN activities of relevance to FAO.

Responsibility 1

Summary of duties

- Collects, reviews/cross checks and/or analyzes relevant agricultural, economic, trade, market, social, environmental, nutrition/food composition and/or gender related data, statistics and information to support delivery of programme projects, products, publications and services;
- Undertakes analysis, provides technical input for plans and reports and edits/revises technical documents and/or publications;
- Participates in the development of improved tools and methodologies;

- Updates databases and web pages;
- Participates on multi-disciplinary project/work teams;
- Participates in the development of training 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.

Responsibility 2

Summary of duties

- Supports FAO's collaboration with governmental and organizational counterparts to facilitate programme coordination and promotion including Hand-in-Hand activities;
- Contributes to UN activities relevant to FAO's mandate, supports information flows from headquarters streams to the Liaison Office with the UN (LON);
- Researches opportunities for FAO to project organizational capacities and priorities into agendas and activities at the UN Common System level and with counterparts;
- Supports FAO participation in interagency forums, reviews areas to improve effectiveness of FAO communication strategies and approaches;
- Supports knowledge sharing and awareness within FAO of UN perspective and priorities on identified activities and assists FAO units with UN system networking;
- Contributes to FAO positions and capacities in collaborative activities with the UN;
- Produces a variety of information-related documents and reports and drafts replies to inquiries from UN partners on subjects falling within the competence of FAO.
- Performs other duties as required.

III Training component: Learning elements and expectations

Upon completion of the assignment the JPO will have/will be able to:

- Benefit from continuous learning through exposure to international cooperation activities, while applying technical specialization under the supervision of an experienced FAO staff member;
- Contribute to achieving FAO's mandate to fight against hunger;
- Contribute to the Organization's objectives;
- Covid-19 situation permitting, the JPO will gain valuable on-the job training in hands-on field missions, seminars and workshops in countries where FAO is present.

The JPO training programme includes the following learning elements:

- Provided with a thorough briefing and a work plan is agreed;
- Learning opportunities range from individual briefings and orientation programmes to educative technical meetings and duty travel with a learning purpose, and day to day work exposure;
- Gains technical and professional development opportunities through work;
- Benefits from the you@fao learning platform free courses and assistance in maximizing training/duty travel allowance;
- The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year, which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor: Senior Liaison Officer, FAOLON

Content and methodology of supervision

The JPO reports to the Senior Liaison Officer under the overall guidance of the Director, FAO Liaison Office to the United Nations in New York (FAOLON).

V Required Qualifications and Experience

Education:

Advanced university degree in international development, development economics, international law, business administration, agriculture/forestry/fisheries, agricultural economics, or another field relevant to the work of the Organization.

This additional qualification is addressed to DC candidates. Part of the candidates' academic training must have taken place in a developing country that appears on the following list of eligible countries of the Dutch JPO Programme.

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries%20%20November%202018.pdf>

Working experience:

A minimum of three to a maximum of four years relevant working experience in international relations, international development, donor aid programmes, fundraising, grant negotiations support.

Working experience within the UN system should not exceed 50% of the relevant working experience including UNV, (paid) UN internship and UN consultancy.

- Internships: counted at 50% (if relevant to the position).
- Voluntary work: counted at 100% (only if the experience is remunerated).
- UN Volunteers: counted at 100%.

Languages:

Working knowledge of English (proficient – level C) and limited knowledge (intermediate – level B) of another FAO official language (Arabic, Chinese, French, Russian or Spanish).

Key competencies

- Work experience in more than one location or area of work, particularly in field positions is desirable;
- Extent and relevance of experience in external relations and outreach activities, institutional collaboration and partnership with governments, private sector and development regional, national and local agencies;
- Knowledge and experience in resource mobilization;
- Extent and relevance of relevant experience in agricultural development, capacity development, training, knowledge sharing, and international technical cooperation programmes.

VI Background information on Agency/Department/Section

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 Food and Agriculture Organization Liaison Office with the United Nations in New York (FAOLON) was established on 16 March 1956.
It replaced the Sub-Office of the North American Regional Office.

VII Information on living conditions at Duty Station

Dependency allowances:

- Rental subsidy
- Education grant for children
- Home leave travel
- 30 working days of annual leave per year
- Pension fund entitlements under the UN Joint Staff Pension Fund
- International health insurance; optional life insurance
- Disability protection

VIII How to apply

- To apply, visit the recruitment website at [Job Description - Junior Professional Officer \(Liaison\) \(2203098\) \(fao.org\)](#) and complete your online profile. We strongly recommend that your profile is accurate, complete and includes your employment records, academic qualifications and language skills;
- Candidates are requested to attach a letter of motivation to the online profile;
- Once your profile is completed, please apply and submit your application;
- Your application will be screened based on the information provided on your online profile;
- Please note that FAO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU) / United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed at <http://www.whed.net/>
- Candidates may be requested to provide performance assessments and authorization to conduct verification checks of past and present work, character, education, military and police records to ascertain any and all information which may be pertinent to the employment qualifications;
- Incomplete applications will not be considered;
- Only applications received through the FAO recruitment portal will be considered;
- We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: Careers@fao.org

Applicants will receive acknowledgement of receipt of their submission.
Only short-listed candidates will be contacted.