



Associate Professional Officer (APO) – Emergency and Resilience at P2 level, Rome, Italy

I. Overview

Through USAID's Bureau for Humanitarian Assistance (USAID/BHA), the United States sponsors qualified U.S. citizens for employment in the Food and Agriculture Organization of the United Nations (UNFAO) the Associate Professional Officer (APO) Program.

These fully funded APO positions strengthen the humanitarian coordination and response capacity of UNFAO. They further encourage U.S. citizens to become active members of the international community. After completing their APO assignments, a number of APOs successfully compete for positions at UNFAO, and in other international and non-governmental organizations.

II. General Information

Title: APO- Emergency and Resilience

Organization/Office: The Office of Emergencies and Resilience (OER)

Duty Station: Headquarters, Rome, Italy

Date Required: As soon as possible

Duration: 1 year (with possible extension for another year)

III. Supervision and Purpose of the job

Reporting Lines: The Associate Professional Officer (Emergency and Resilience) reports to the Senior Emergency and Rehabilitation Officer, OER

Technical Focus: Support to implementation of FAO's resilience agenda at global, regional, subregional and/or country level.

Key Results: Research, technical analysis, and project related services to support the delivery of programme, projects, products, and services.

IV. Duties, Responsibilities, and Output Expectations

The Office of Emergencies and Resilience (OER) is accountable for the overall effectiveness and coherence of FAO's response to emergencies and resilience building. It promotes corporate efforts to support countries and partners in preparing for and effectively responding to food and agricultural threats and crises. It is responsible for coordinating the development and maintenance of corporate tools and standards to enable Decentralized Offices to assist member countries in tackling emergencies. OER ensures global humanitarian policy coordination and knowledge, liaises with the Inter-Agency Standing Committee (IASC), as well as with humanitarian resource partners, co-leads the global Food Security Cluster (gFSC) alongside World Food Programme, and coordinates organizational preparedness, surge capacity and response to large-scale emergencies. Moreover, OER supports food and nutrition security assessments as well as early warning activities related to emergency and humanitarian analysis, dissemination and response. It also plays a major role in the development and leadership of the Organization's programme to increase the resilience of livelihoods to food and

agriculture threats and crises and, as such, contributes to broader UN efforts to operationalize the humanitarian-development nexus.

Key Functions:

- Supports food and nutrition security assessments, emergency response, policy related and/or funding/project related data and information;
- Produces various reports, proposals, programme/project documents, position papers, policy briefs, financial/donor reports;
- Participates in project and programme formulation and provides technical and/or administrative support to ongoing operational emergency and recovery projects;
- 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 resource mobilization activities including corporate appeals, donor macro grants, CERF/SFERA submissions, annual appeals and mid-year reviews, maintains information and prepares related reports;
- Maintains and updates information systems, databases and web pages;
- Performs other duties.

Specific Functions:

- Contributes to global and regional policy processes related to emergency response and resilience programming as well as supports key partnerships including preparation, review, facilitation and briefing for high-level events on FAO contributions to disaster management and resilience of the agricultural livelihoods.
- Liaises with FAO departments and Decentralized Offices, as necessary, on issues related to development and implementation of emergency, rehabilitation and development projects
- Supports project operations related work to create a conducive environment for Decentralized Offices in the implementation of emergency, resilience and development projects at all levels.
- Collaborates on various thematic areas within FAO for supporting more coherent and convergent delivery of emergency, resilience and development actions at Country Office level.
- Collaborates in providing strategic and technical guidance on Emergency and Resilience strategic and planning processes and related capacity development for the agriculture sector to countries and DOs, including through field missions
- Provides technical support to the formulation and implementation of programmes and projects related to emergency, resilience and development programmes.

V. Qualifications and Experience

- **Education:** Advanced university degree in agriculture, economics, business administration and management, international relations or other field related to the work of the Organization;
- **Experience:** At least three years of relevant experience in analyzing scientific and related policy questions, conducting research and writing reports, preferably in the field of biodiversity and genetic resources for food and agriculture or related fields
- **Languages:** Working knowledge of English and limited knowledge of another FAO official language (Arabic, Chinese, French, Russian or Spanish)

- **UN 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 knowledge of and experience in technical and policy matters related to biodiversity for food and agriculture;
 - Extent and relevance of experience in the preparation, editing and revision of technical/scientific and policy documents and in organizing meetings and workshop;
 - Extent and relevance of experience in collecting, analyzing and summarizing technical information and data;
 - Familiarity with standard office, data analysis and web-publishing software;
 - Working knowledge of another FAO official language is considered a strong asset.
 - Possess computer/word processing skills

- Please note that UNFAO will only consider academic credentials or degrees obtained from an educational institution recognized in the IAU/UNESCO list;
- 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.

VI. Application Instructions

The APO Program selection process is carried out jointly by USAID/BHA and the UNFAO. **You must be a U.S. Citizen to apply.** To apply please send

1. completed UN Personal History Statement (PII) (see link below),
 2. resume (CV) and;
 3. cover letter to explain your interest in this position
- to JPOCoordinator@ofda.gov . Please state which position you are applying for in the subject line of your email. If you wish to apply for multiple positions, please complete a Personal History Statement (PII) for each position and submit these to us in separate emails with the appropriate subject heading.

Application Details

Please complete the UN Personal History Statement (PII) thoroughly. The PII provides the opportunity to include all required information in one document, including your professional work experience and references. Please attach a cover letter to explain your interest in the position and



interest in working with the UN, along with a general resume. The P I I has instructions on how to complete the profile; however, please be sure to also follow the additional instructions below:

- The P I I must be completed in English only.
- You may leave the signature/date sections blank at this time. If selected for one of the positions, you will then need to submit a signed version.
- Do not submit a photograph.
- Incomplete applications will not be considered;
- Application deadline: October 30, 2020, 5:00 PM Eastern Time
- For more information please consult the Frequently Asked Questions–
www.ofdajobs.net/portal/files/forms/FAQ_JPO_OFDA92115.docx
- To apply please go to the OFDA job website: <http://www.ofdajobs.net/portal/jpo.aspx>
- Hyperlink to P I I: www.ofdajobs.net/portal/files/forms/P I I Form.doc