**FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS (FAO**)  
Boulevard de l’Umuganda, Glory House 2nd Floor

B.P. 1502 Kigali, Rwanda

Tel.: (+250) 583719, 583735 • Fax: (+250) 583726 • E-mail: fao-rw@fao.org •

**VACANCY ANNOUNCEMENT No. FAORW/001/13**

THE OFFICE OF THE UNITED NATIONS FOOD AND AGRICULTURE ORGANIZATION (FAO) IS INVITING APPLICATIONS FROM SUITABLY QUALIFIED RWANDAN NATIONALS TO FILL THE FOLLOWING VACANCY :

**TITLE: ASSISTANT REPRESENTATIVE (Programme)**

**LEVEL: NO-B (Category for National Officers)**

**TYPE OF APPOINTMENT: 2 years renewable**

**DUTY STATION: KIGALI**

**DATE OF ISSUE : 13/03/2013**

**DATE OF CLOSURE: 29/03/2013**

**DUTIES AND RESPONSIBILITIES**

Under the supervision of the FAO Representative (FAOR), but with considerable independence and initiative, the Assistant FAO Representative (Programme) is responsible for the coordination of the technical and operational support of the programme and project activities of the FAO Representation in the areas of agriculture, forestry, fisheries, nutrition and rural development. Specifically, the incumbent will:

1. Liaise and cooperate with government authorities and local, national and international institutions in the areas of FAO’s activities in the country and in liaise with other UN agencies. He/she may represent FAO at inter-agency meetings as required;
2. Promote the image of FAO through advocacy of the Organization’s mandate, programmes, national priorities and activities including development and maintenance of communication tools (e.g. website, press releases and publications) and support the implementation of FAO’s regulatory frameworks in the country (Codex Alimentarius, Code of Conduct for Responsible Fisheries, Safe Use of Pesticides, Voluntary Guidelines on tenure of land, fisheries, forestry in the context of national food security, etc.);
3. Coordinate the collection, consolidation and maintenance of country data on food, crops, livestock, forestry and fisheries including information on external aid in FAO’s corporate systems and monitor changes in national policies affecting the agricultural, nutrition and environment sectors;
4. Participate in producing technical, economic and policy studies as required and developing country level development frameworks such as the Country Programming Framework (CPF), the United Nations Development Assistance Frameworks (UNDAF), and national policy programmes
5. Participate in the strategic programme planning of FAO Subregional and Regional Units;
6. Participate in the identification, formulation and preparation of programme and project proposals and monitor and review the status of programme/project implementation to ensure that all operational activities are carried out in line with the work plan and the project document; identify inconsistencies and delays and, when necessary, propose corrective measures to overcome operational constraints;
7. Act as Officer-in-Charge for the day-to-day running of the FAO Representation during the absence of the FAOR, if required;
8. Perform any other duties as required.

**MINIMUM REQUIREMENTS**

*Candidates should meet the following:*

1. University degree in agriculture, agricultural economics, forestry, fisheries, or in any other field related to the work of the Organization.
2. Minimum of five years of professional experience in agricultural sector development and/or project implementation in an area of FAO’s activities in the country.
3. Working knowledge of the **English** or **French** languages, and working knowledge of **Kinyarwanda**

**SELECTION CRITERIA**

*Candidates will be assessed against the following:*

1. Level and relevance of experience in programme/project development and management.
2. Demonstrated understanding of the purpose and functions of the technical programme, operational guidelines and project / programme management procedures, possibly of those adopted by the United Nations or FAO.
3. Proven capacity to approach work assignments in systematic and efficient manner with judgement and analytical skills.
4. Demonstrated ability to communicate clearly and concisely, both orally and in writing.
5. Demonstrated ability to use standard office software, such as MS Office (Windows, Word, Outlook, Excel, Power Point, and Internet) and project management software and other information systems /databases

**THE APPLICATION MUST BE SUBMITTES AS FOLLOWS :**

1. An application letter addressed to the FAO Representative, Boulevard de l’Umuganda, 2nd Floor Glory House, Kacyiru Kigali ;
2. A detailed complete resume/CV ;
3. Legalized photocopies of degrees, diplomas and certificates;
4. Completed Personnel Hstory Form (P11 forms are available at the FAO reception) ;
5. Please submit your application documentS to the **FAO Reception.**

*Please note that applications which do not meet the specified minimum requirements or are received after the closing date will be rejected. Only short listed candidates will be contacted. All application materials will not be returned.*

**FAO IS A NON-SMOKING ENVIRONMENT**

**APPLICATIONS FROM QUALIFIED WOMEN ARE ENCOURAGED**

**Guidelines to Applicants**

**Examine carefully the relevancy of your qualifications by reviewing the Duties & Responsibilities of the position and the requirements that are needed in order to perform the job successfully.**

**How to Apply**

Please provide a ***completed*** **FAO Personal History Form**, found on the Internet site.

* Your application should be typewritten (where possible), signed and dated.
* Clearly indicate in the appropriate box on the Personal History Form and on the front of your application, the title of the post and the Vacancy Number.
* Submit a separate application for each position for which you are applying.
* Send your application to the address (mail, e-mail, or fax) indicated on the Vacancy Announcement.
* Internal candidates should provide 10 copies of their application.

***Applicants will be contacted directly if selected for an interview.***

**Filling in the FAO Personal History Form**

**Language Skills**

Please list the languages with which you are familiar, beginning with your mother tongue, indicating the extent of your knowledge as:

* Excellent/Good = Working knowledge: You will be expected to work independently using the language required, to prepare a variety of written communications (correspondence, reports, working papers, etc...), to participate actively in meetings and in work-related discussions, etc.
* Fair = Limited knowledge: You will be expected to follow work related discussions or meetings, even though you may wish to intervene in another official language. You will be expected to participate in simple conversations, to use the telephone, to read and understand work-related texts and to write simple communications, etc.
* Slight

**Computer Skills**

* Indicate your word processing skills and knowledge of database/spreadsheet (e.g. Excel, Access), or any other office automation software known and used.
* If applicable, specify your work experience in data entry/retrieval and programming skills. Indicate knowledge of programming languages and operating systems.

**Academic Qualifications**

Starting with the present and going in back in time, please give details of:

* Period of study with name and location of the academic institution,
* Title of study obtained, both in the original language and in English, indicating the subject(s) of specialization and year degree\* was/is to be awarded,
* List any other relevant training or formal education that may be relevant to your application.

***If selected for an interview, you will be expected to provide FAO with certified copies of your academic qualifications.***

***\* A university degree is a title of study substantiated by at least 3 years of full time study (equivalent to a BA or BSc) from a bona fide institution. An advanced university degree is equivalent to a Masters degree.***

**Experience**

* Relevant professional experience is counted from the time of attainment of the first relevant degree.
* Endeavour to demonstrate how your experience meets the requirements of the post.

**Other Information**

* If applicable, give the number of publications and provide a list and the dates of the most relevant publications.
* Provide samples of written work only upon request.