



# FAO - Food and Agriculture Organization

## Junior Professional Officer (JPO)

### 1. General Information

<b>I. Job Title:</b>	<b>Junior Professional Officer, Forestry Officer</b>
Agency:	FAO - Food and Agriculture Organization
Division:	Forestry Division (FODI); Collaborative Partnership on Forests (CPF)
Country and Duty Station:	FAO Headquarters, Rome, Italy
Duration of assignment:	<b>2 years with possibility of extension for another year</b> <i>Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance</i>

**Please note that for participants of the FAO JPO-Programme at least three years of work experience are mandatory!**

### 2. Supervision

Title of supervisor(s): Team Leader

Description of supervisory role: Develop and monitor work plan, provide mentorship and guidance, integrate into FFF team

### 3. Duties, Responsibilities and Expected Achievements

Under the overall guidance of the Assistant Director-General, Forestry (FO) and the technical supervision of the Team Leader of Statutory Bodies, CPF and Outreach (FODI) the APO will:

- a) Support the leadership role of FAO in the Collaborative Partnership on Forests (CPF), in particular by:
  - Contributing to the continued monitoring, update and development of the CPF Work plan and harmonization with the UN Strategic Plan for Forests (UNSPF) and its Quadrennial Programmes of Work (4PoW);
  - Assisting in the preparation of CPF meetings and developing background documentation as needed;
  - Advising on strengthening fund raising and collaboration with donors;

- Assisting the contribution and participation of the CPF and its members in global events, in particular those organized by its members;
  - Monitoring developments in governing bodies of CPF member organizations and member organization's mandates to contribute to the CPF work and advising on possible implications for the Partnership.
  - Monitoring follow-up on ideas and/or proposals for joint initiatives by CPF members
- b) Assist FODI in providing contributions to the CPF, including by
- Lending support to the development and review of documentation related to the CPF for the purpose of United Nations Forum on Forests (UNFF), Committee on Forestry (COFO) and other governing bodies;
  - Supporting the maintenance and development of CPF knowledge management tools in particular the CPF website;
  - Supporting the operation of the Wangari Maathai Award;
  - Contributing to and helping the coordination of the work of the CPF Communicators Network.
- c) Assist FODI in providing technical support and advice to FAO staff in collaboration within CPF and beyond, in particular by:
- Monitoring FAO's contribution to the Joint Initiatives and advise on needed actions;
  - Supporting further development of the Joint Initiatives and identifying areas of emerging interest;
  - Assisting in monitoring the implementation of decisions of FAO governing bodies and supporting the preparation of related reports;
  - Identifying opportunities for collaboration with international partners and other stakeholders beyond CPF and making recommendations.

#### **4. Essential Qualifications and Experience**

- Educational background: Master's Degree in Forestry, Sustainable Development or related fields
- Work experience: 3 years in related work
- Computer and language skills: Excellent skills in communication, social media
- Languages required
  - Excellent written and verbal communication skills in English.
  - Limited knowledge of Spanish or French.

#### **5. Desirable Qualifications and Competencies (including interpersonal skills)**

Familiarity with international processes and organizations, knowledge of the UN System;  
Experience in organizing meetings;

Demonstrated analytical, coordination and advisory skills;  
Demonstrated ability to work effectively as part of a team.

## **6. Competencies**

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

**Candidates must adhere to FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency.**

## **Training and Learning Elements**

On-the-Job learning opportunities at FAO Hq and in a number of countries, opportunities to participate in regional and international training programs related to the work and attend conferences as relevant. Work in a multi-stakeholder and cross-sectorial environment. Opportunity to work with international intergovernmental and non-governmental partner organizations and stakeholder groups. Opportunity to become familiar with different UN System and CGIAR organizations and related processes. Insight to policy development at various levels

## **7. Background Information**

CPF has been established in response to the invitation by the Economic and Social Council of the UN in its resolution 2000/35, which established the international arrangement on forests with the UNFF and CPF being its main components. CPF itself has been established in 2001 and FAO has been serving as its chair since its inception, while the UNFF Secretariat serving as secretariat of the Partnership. UNFF made landmark decisions on the future of the international arrangement on forests in 2015 and invited CPF to strengthen its operations and enhance support to UNFF and the progress towards the Sustainable Development Goals (SDG) and the implementation of the UNSPF and its 4PoW.

Intense work has been carried out since then with revising CPF's working modalities, developing a workplan, reviewing and launching joint initiatives and expanding collaboration to focus on the broader SDG implementation. The post is meant to support this enhanced collaboration.

FODI, the hosting unit, is placed in the Office of the Assistant Director-General, Forestry, to support the ADG in performing duties of the CPF chair and facilitating inter-agency collaboration within the CPF and beyond. FODI is also in charge of servicing forestry governing and statutory bodies, and support outreach activities of the department. As such, it widely cooperates not only with partner agencies but also other units in headquarters and in the decentralised offices of FAO.

Activities include monitoring progress in various processes, developing recommendations for addressing emerging challenges, enhancing inter-organizational collaboration, following up on prior decisions and supporting implementation. The nature of the tasks require solid technical knowledge

coupled with good understanding of international collaboration and inter-organizational processes. It requires good analytical and communication skills, ability to write clearly, establish good personal and organizational relationships and ability to act with independence, still in a team.

Living conditions at duty station: Rome is a lively and historic international capital which is safe and enjoyable. Apart from FAO there are several other international organizations including WFP, Bioversity International and IFAD.

**Bitte senden Sie Ihre Bewerbung direkt an das Büro  
Führungskräfte zu Internationalen Organisationen (BFIO).**

**Alle Bewerbungsformalitäten unter [www.bfio.de](http://www.bfio.de)  
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