



# FAO - Food and Agriculture Organization

## Junior Professional Officer (JPO)

### General Information

<b>Job Title:</b>	<b>Junior Professional Officer</b> , Biodiversity & Genetic Resources
<b>Agency:</b>	FAO - Food and Agriculture Organization
<b>Unit:</b>	Secretariat of the Commission on Genetic Resources for Food and Agriculture
<b>Country and Duty Station:</b>	Rome, Italy
<b>Duration of assignment:</b>	<b>2 years with possibility of extension for another year</b> The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance

**Please note that for participants of the FAO JPO-Programme at least three years of work experience are mandatory!** Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

### Organizational Setting

The Commission on Genetic Resources for Food and Agriculture is the only permanent intergovernmental body that specifically addresses biological diversity for food and agriculture. It aims to reach international consensus on policies for the sustainable use and conservation of biodiversity and genetic resources for food and agriculture and the fair and equitable sharing of benefits derived from their use. The Commission Secretariat services the Commission. In particular, the Secretariat prepares regular and extraordinary sessions of the Commission and guides, in cooperation with relevant divisions and units of the Organization, the preparation of sessions of its subsidiary bodies, including its intergovernmental technical working groups on plant, animal, forest and aquatic genetic resources. The Secretariat also follows up on the Commission's decisions and monitors and reports to the Commission developments in relevant international bodies and processes. The Commission's Multi-Year Programme of Work (MYPOW) facilitates the implementation of its full mandate in a planned and staged approach and allows it to programme its cooperation with other relevant international instruments and to coordinate with relevant processes. This post will directly contribute to this work.

The post is located in FAO Headquarters, Rome, Italy.

## **Reporting Lines**

The Junior Professional Officer, Biodiversity for Food and Agriculture, reports to the Technical Officer under the overall guidance of the Secretary of the Commission.

## **Technical Focus**

Provide technical and policy support on biodiversity for food and agriculture, and assist in the planning, development and implementation of programmes, projects, products and services in accordance with the Commission's MYPOW.

## **Key Results**

Collection and analysis of information, data and statistics and project / meeting services to support programme projects, products and services.

## **Key Functions**

- Collects and analyses relevant technical, social, economic, environmental, institutional and technology related information, data and/or statistics to support the delivery of programme, projects, products and services;
- Undertakes analysis, provides technical input for plans and reports and edits/revises technical/scientific documents;
- Participates in the development of improved work methods, tools and systems;
- Updates databases and web pages;
- Participates on multi-disciplinary project/work teams;
- Collaborates in the development of training tools and materials and the organisation of workshops/seminars etc.;
- Participates in the organisation, conduct and follow-up of meetings, consultations and conferences, the development/production of required materials and the provision of information and assistance to partners.

## **Specific Functions**

- Assists the Secretariat in implementing the Commission's Multi-year Programme of Work (available as an Annex to the Commission's Session report), in particular: (i) supports the development of documents on cross-cutting issues such as on biodiversity for food and agriculture, climate change, access and benefit sharing or "digital sequence information"; and (ii) assists the Secretariat in liaising with FAO technical units in crop and livestock agriculture, forestry, and fisheries and aquaculture and the Office of the Chief Statistician in the development of inter-sessional activities;
- Assists in the preparation of technical and inter-governmental meetings of the Commission, and of any preparatory processes that may be required;

- Contributes to the day-to-day management of meetings, taking notes, serving committees that may be formed, and preparing draft reports;
- Assists in the management and further development and maintenance of the Commission's website;
- Contributes to the development and management of the Commission's information strategy;
- Supports the Secretariat in monitoring policy developments regarding biodiversity and genetic resources or food and agriculture in other relevant international intergovernmental organizations;
- Supports the Secretariat in establishing and maintaining partnerships with relevant international organizations, both inter-governmental and non-governmental, including the Consultative Group on International Agriculture Research
- Performs other related duties as required.

### **Qualifications and Experience**

- **Master's degree** in agricultural or biological sciences, social or socio-political sciences, or international relations, preferably with some specialization in biodiversity for food and agriculture;
- Three years of relevant experience in analysing scientific and related policy questions, conducting research and writing reports, preferably in the field of biodiversity and genetic resources for food and agriculture (animal, plant, aquatic, forestry, microbial and invertebrate) or the impact of drivers (e.g. climate change) or regulation, or related fields;
- Working knowledge of English and limited knowledge of another FAO official language (Arabic, Chinese, French, Russian or Spanish).

### **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 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 workshops;
- Extent and relevance of experience in collecting, analysing and summarizing technical information and data;
- Familiarity with standard office, data analysis and web-publishing software;

**Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.**

### **Additional Information**

- All candidates should possess computer/word processing skills;
  - Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list.
  - Candidates may be requested to provide performance assessments.
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- FAO is committed to achieving workforce diversity in terms of gender and nationality
  - People with disabilities are protected from any type of discrimination during any stage of employment, including the recruitment phase
  - All applications will be treated with the strictest confidentiality
  - The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization

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

**Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**