



Food and Agriculture
Organization of the
United Nations at a
Glance

*Career Opportunities
at FAO*

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Food and Agriculture Organization of the United Nations

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1. FAO at a Glance

Achieving food security for all is at the heart of FAO's efforts – to make sure people have regular access to enough high-quality food to lead active, healthy lives.

Our three main goals are: the eradication of hunger, food insecurity and malnutrition; the elimination of poverty and the driving forward of economic and social progress for all; and, the sustainable management and utilization of natural resources, including land, water, air, climate and genetic resources for the benefit of present and future generations.



FAO's Strategic Objectives

Help eliminate hunger, food insecurity and malnutrition	Make agriculture, forestry and fisheries more productive and sustainable	Reduce rural poverty	Enable inclusive and efficient agricultural and food systems	Increase the resilience of livelihoods to disasters
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2. FAO Career Opportunities

1. Become a Part of One of the World's Most Respected Organizations

FAO's mandate is to raise levels of nutrition, improve agricultural productivity, better the lives of rural populations and contribute to the growth of the world economy. FAO is dedicated to recruiting the best staff possible, hiring internationally minded people to carry out its work toward the eradication of hunger.

2. Obtain Knowledge About International Affairs

FAO provides a platform for countries from around the world to convene, debate, resolve conflict, and formulate policies on matters affecting us all. Working at FAO will give you an invaluable awareness of the various perspectives and factors at play when attempting to address global challenges.

3. Gain Valuable On-The-Job Experience and Learn New Skills

If you are interested in a career in these areas, you will have the opportunity to put your education and training to use and develop new skills in a real-world, professional setting.

4. Work With People From Around the World on Issues Facing the Global Community



An intergovernmental organization, FAO has 194 Member Nations, two associate members and one member organization, the European Union. FAO has appx. 10,000 employees (staff and non-staff) coming from various cultural backgrounds and are experts in the multiple fields of activity FAO engages in. FAO's staff capacity allows it to support improved governance inter alia, generate, develop and adapt existing tools and guidelines and provide targeted governance support as a resource to country and regional level FAO offices.

5. Represent Your Country

FAO tries to ensure equitable representation of all member states. FAO encourages applications from all qualified nationals worldwide – with special focus on non- and under- represented member countries as well as qualified women.

6. Gain Exposure and Network

Working at FAO will give you the exposure to the FAO staff with expertise in many fields. You will also have the opportunity to network on the job and at official meetings and events.

7. Respectful Work Environment

As an Organization, FAO values the diversity of ideas and people and fosters a respectful work environment. Teamwork, knowledge sharing and learning are the essence of FAO's work practices. All FAO's actions are based on sound ethical standards.

3. Applying for Vacancy Announcements

3.1 Research career options at FAO

Browse through FAO website to get a feeling for different types of work available in the Organization. Would you like to work in a dynamic and culturally diverse environment? Do you have managerial, technical or clerical experience you are ready to bring to a new Organization? Are you an expert in one of the multiple FAO's areas of work?



If so, you will be able to click on vacancy types on FAO's iRecruitment website (Senior-level, Professional, Project, Consultants and General Service) to learn more about the different job categories at FAO, and to view the current opportunities available in each category. In addition, FAO uses external links to find candidates who are the right fit for the organization. You will be able to find more information at the following websites:

FAO Official website (<http://www.fao.org/employment/en/>)

FAO LinkedIn website (<http://www.linkedin.com/company/fao>)

FAO Facebook website (<http://www.facebook.com/UNFAO>)

FAO Job Monster website (<http://www.unjobmonster.com/orgs/71/fao.html>)

FAO Job List on Twitter (<http://twitter.com/FAOJobs>)

FAO employs people from a range of areas of expertise. The Organization's careers are divided into different staff categories, each of which require a specific educational background and area of expertise. The categories are further broken down into jobs at different levels that require varying amounts of work experience. Consult the vacancy announcements to see the minimum requirements for the different grades. In general, however, all professional posts require relevant academic qualifications and work experience, as well as a working knowledge of at least one of the languages of the Organization (English, French, Spanish, Arabic, Chinese and Russian).

FAO's list of staff options:

Senior-level (D-1, D-2, ADG)

Professional (P-1 to P-5)

Project (P-1 to P-5)

Consultants

General Service (GS and TAP)

3

FAO Programmes:

Junior Professional Programme (JPP)

Associate Professional Officer Programme (APO)

FAO Internship Programme

Volunteer Programme

3.2 Senior-level Opportunities



Senior-level staff are internationally hired and possess outstanding qualifications and work experience, they carry out a series of high level tasks and exercise both managerial and technical leadership in their respective fields.

If applying for **Senior-level** vacancies, applicant must meet the following requirements:

- Postgraduate education and/or equivalent professional experience in a field related to work of the Organization;
- Demonstrate professional competence and mastery of subject matter;
- Outstanding experience and proven track record of excellent leadership and managerial expertise with an expert knowledge in one of FAO's areas of work;
- Fluency in English, French or Spanish, with limited knowledge of one of the other official languages (Arabic, Chinese, Russian) of FAO;
- Ability to lead and work effectively with a diverse team of people of different national and cultural backgrounds in an international setting.

3.3 Professional Opportunities

Professional staff is internationally hired and carry out technical and managerial duties in fields of work throughout the Organization both at Headquarters and in the Field.

If applying for **Professional** vacancies, applicant must meet the following requirements:

- University degree relevant to the job;
 - Work experience relevant to the job;
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- Fluency in English, French or Spanish and a limited knowledge of any of the other two or Arabic or Chinese or Russian, the languages of Organization;
 - Good analytical skills and a keen interest in FAO's work;
 - Effective teamwork and communication skills;
 - Willing and fit to work and travel anywhere in the world.
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Professional staff is hired internationally and occupy leadership functions, or positions requiring significant technical expertise. Openings for professional jobs can be found at all duty stations where FAO is present.

External candidates are offered a fixed-terms appointment to a probationary period of 12 months that can be extended to a maximum period of 18 months. Candidates recommended for appointment will be required to take language tests to establish the level of their language skills. Should the candidate not meet the level of language skills elicited in the vacancy announcement at the time of recruitment, she/he will be required to acquire it within the probation period before the appointment can be confirmed by FAO.

Please note that FAO offers courses to staff members in all six official languages.

Please see below the **Minimum** requirements for FAO positions:

Grade	Years relevant experience
P-1	1-2
P-2	3-4
P-3	5-6
P-4	7-9
P-5	10-12

3.4 Professional Project Opportunities

Professional project staff are recruited to respond to temporary FAO needs or projects outside of the FAO regular programme of work. Professional project opportunities are short to medium-term projects either at Headquarters in Rome or in one of our many field offices worldwide.

How to Apply to Professional Project Opportunities



In order to apply, please complete a Personal History Form, and send it to the address mentioned at the bottom of each vacancy announcement and quoting the vacancy announcement number in the subject title. For more information and to download Personal History Form (PHF), please visit : <http://www.fao.org/employment/current-vacancies/project/en/>.

Project Staff at FAO are hired on an international as well as national basis.

3.5 Consultancy Opportunities

FAO employs a wealth of *Consultants* every year to provide expertise beyond that of regular staff. Consultancy opportunities are usually short term.

How to Apply to Consultancy Opportunities

While FAO continues its full transition to the iRecruitment online recruitment system, some consultancy vacancies will be advertised through the system while others will require application through email. *We therefore ask all applicants to carefully read the instructions in the “How to Apply” section of each specific vacancy announcement before applying.*

Applicants to all consultancy vacancy announcements are required to create an online Personal Profile Form (PPF) in iRecruitment.

For consultancy assignments **NOT** advertised in iRecruitment: Save a copy of your PPF and send to the email address provided on the vacancy announcement along with any other requested documentation.

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For consultancy assignments advertised on iRecruitment (IRCXXXX): click on the “Jobs” tab in iRecruitment and then click Search button to find the vacancy announcement you wish to apply to.

If you encounter technical difficulties, please write to our helpdesk: iRecruitment@fao.org explaining the problem you are experiencing. *This email address does not accept applications.*

Consultants at FAO are hired on an international as well as national basis.



3.6 General Service Opportunities

General Service category includes secretarial, clerical and administrative staff but also security guards, nurses and building technicians among others. General Service positions are filled internally; however, occasionally applications are extended to external candidates. As and when applicable, these vacancies will be published on FAO website with relevant instructions. FAO recruits suitably qualified staff for short-term assignments in the General Service category. The duration of the short term assignments may vary from a few days to a few months.

If applying for **General Service** vacancies, applicant must meet the following requirements:

- Reside within the Rome commuting area;
- Secondary school education or equivalent in vocational training;
- Relevant work experience;
- Working knowledge of one of the following FAO languages: English, French or Spanish, and limited knowledge of one of the other two. Knowledge of Arabic, Chinese or Russian would be an asset;
- Proficiency in Excel, Word, PowerPoint, MS Office;
- Ability to pass a test in one of the FAO official languages (English, French, Spanish, Arabic, Chinese or Russian);

- Ability to work productively and harmoniously with people of different national and cultural backgrounds in a team environment;
 - Flexibility and ability to work under pressure.
 - *Candidates wishing to seek short-term employment of a support nature can consider applying through the Temporary Assistance Pool (TAP).*
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How to Apply to General Service Opportunities

- Complete the FAO Personal History Form, also including the title of the post and vacancy number you are applying for;
- Your application should be typewritten (where possible), signed and dated;
- Send application to the address (mail, e-mail or fax) indicated on the Vacancy Announcement;

Separate applications are required for each position you are applying to.

All suitable applicants will be requested to pass our tests of office and language skills. Samples of these tests may be downloaded by selecting the following links: [Office Skills Sample Test](#), [English Language Sample Test](#), [French Language Sample Test](#) and [Spanish Language Sample Test](#).

To find the above-mentioned Sample Tests, please visit:

<http://www.fao.org/employment/current-vacancies/general-service/en/>

To apply for the TAP, please complete and sign a FAO PHF and send by email to: GS-External-Recruitment-Applications@fao.org

Due to the high number of applications received, only applicants chosen for an interview will be contacted.

4. Opportunities for Students, Graduates and Young Professionals

FAO offers several options within its Headquarters and its decentralized offices worldwide to provide hands-on opportunities for students and young graduates to learn more about what FAO does and to support and engage in our global millennium goals.

- FAO is always looking for a young, dynamic, skillful person willing to work in an international environment and who will be willing to contribute his/her time towards the good cause.
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- He/she is required be enrolled in university or hold advanced university degree in a field relevant to the work of FAO.
- He/she is required to have fluent knowledge of one or more UN Official languages and additional knowledge of another UN language.

4.1 Junior Professional Programme

The Junior Professionals Programme (JPP) is intended for talented young professionals to have an opportunity to gain valuable, on-the-job experience with FAO.

To be eligible for the JPP, the applicant must meet the following requirements:

- 32 years of age or younger as at 31 December of the year of application.
- Hold an advanced university degree (Master's, Ph.D. or equivalent) in a field relevant to the work of FAO.
- Possess a working knowledge of one of FAO's official languages (English, French, Spanish, Arabic, Chinese and Russian) and a limited knowledge of another, depending on the working language of the duty station.
- Must not bear any of the following relationships to staff members of the Organization: son, daughter, brother, or sister.
- Should meet the minimum requirements stated on the Vacancy Announcement of the JP position he/she is applying for.
- Must have at least one year of working experience in a field relevant to work of FAO.
- Applicants are subject to the Organization's spouse employment policy.

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How to Apply to Junior Professional Programme

In order to apply, please visit iRecruitment website

(<http://www.fao.org/employment/irecruitment-access/en/>) and complete the on-line application. If you need help or have queries, please contact irecruitment@fao.org.

4.2 Associate Professional Officer Programme



Associate Professional Officer (APO) Programme is intended for your people sponsored by their own governments to work for FAO. APOs play an important role in FAO's fight against hunger and the same time, gain experience and skills they take throughout their career.

To be eligible for the APO Programme, the applicant must meet the following requirements:

- 32 years of age or younger as at 31 December of the year of application.
- A university degree at M.Sc. or MA level or B.Sc. or BA level with at least three years of relevant working experience
- Working knowledge of two of FAO's official languages: English, Spanish, French, Arabic, Russian and Chinese
- Excellent information technology skills, including word processing, database applications, presentation software, and the web technology
- Minimum of one to two years of working experience in a developing country
- Ability to think strategically; to express ideas clearly; to work independently and in teams combined with cultural and gender sensitivity
- Strong commitment to development; an interest in adapting to varied physical and professional environments; and a desire to work with people of different language, national and cultural backgrounds

At the moment governments offering their citizens sponsorship to the APO Programme in FAO are: Belgium, Denmark, Finland, France, Germany, Italy, Japan, Norway, Spain, Sweden, Switzerland, the Netherlands and the United States. Donors that currently provide APO assignment opportunities for nationals from developing countries are Belgium, the Netherlands and Italy. In most cases, FAO handles the selection of APOs from developing countries itself.

How to Apply to Associate Professional Officer Programme



Most of the APO Programme donor governments carry out the pre-selection of candidates. Therefore, application queries should be addressed directly to the relevant ministry in the donor country.

Interested candidates from other countries mentioned above must apply for a specific position funded by one of the donors that sponsor candidates from developing countries.

Please be aware that there are few such positions and that the process only takes place over a limited time period every year.

4.3 FAO Internship Programme

Internship Programme is a unique and challenging opportunity for students and recent graduates to gain international exposure and to learn the culture and the values of FAO. This opportunity will enrich a personal as well as a professional experience of an applicant. The duration of the assignment usually ranges from three months to a maximum period of six months. For interns who are sponsored, the maximum duration of the internship is defined by the agreement between FAO and the sponsoring institutions. The sponsoring institutions consist of a mix of research and academic institutions as well as foundations working in education related to agriculture, fisheries and forestry.

To be eligible for Internship Programme, the applicant must meet the following requirements:

- 30 years of age or younger when starting the assignment
- Be recent graduates or students in a recognized university or graduate school programme and have completed at the very least two years of undergraduate studies in a field of relevant to the work of FAO, or be participants in a governmental or academic programme sponsoring assignments of recent graduates or students

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- A working knowledge of English, French or Spanish is required. Knowledge of one of the other two, or Arabic, Chinese or Russian, is an asset
- Must not bear any of the following relationship to staff members of the Organization: son, daughter, brother, or sister

How to Apply to FAO Internship Programme

Interested candidates can apply online through iRecruitment in three easy steps:



- 1) Create the Personal Profile Form (PPF) online in iRecruitment
- 2) Attach a letter of motivation
- 3) Apply to the vacancy: “IRC2330: Call for Interest: Internship Programme”

Eligible applicants will be retained for a maximum period of six months. Only successful candidates will be contacted by FAO.

NOTE: The selection process is open throughout the year. For more information, please contact: Internship-Programme@fao.org (This email does not accept applications).

4.4 Volunteering Opportunities

FAO is actively seeking *volunteers* who are interested in contributing their time towards a good cause and who are enthusiastic to work in its worldwide offices in various capacities.

To be eligible for the Volunteer Programme, the applicant must meet the following requirements:

- Minimum 18 years of age when starting the assignment
- Citizen of a FAO Member Nation
- Have appropriate residence or immigration status in the country of assignment
- Fluency in one of the working languages of FAO offices of assignment – the FAO working languages are English, French, Spanish, Arabic, Chinese and Russian

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- Not bear any of the following relationships to other staff members: father, mother, son, daughter, brother or sister.

Condition of Service: Assignments should normally be from three to six months in any twelve-month period. At the end of the assignment, the volunteer will receive a certificate of participation. The FAO volunteer programme is independent from the United States volunteer programme. Volunteers are not staff members of the Organization. A former volunteer may



not be employed by the Organization under any type of contractual arrangement for at least six months following the completion of the volunteer assignment.

How to Apply to Volunteer Programme

Send a cover letter and a completed *FAO Personal History Form* to: Volunteer-Programme-Applications@fao.org

Applications will be reviewed by the Human Resources Management Division and will be retained for a maximum of six months. Only successful candidates will be contacted by FAO.

5. iRecruitment

FAO uses an online recruitment system known as iRecruitment. Applicants are requested to carefully read and follow the instructions in the “How to Apply” section of the Vacancy Announcement they are interested in before applying. All job openings at FAO are published on the websites mentioned at page 3.

5.1. Search for job openings

To search for jobs in iRecruitment, click on the *Jobs* tab on the iRecruitment homepage and click the *Search* button. You can also filter your search by including parameters such as Duty Station or Professional area.

If you wish to receive alerts letting you know about newly posted jobs that match your search criteria, you can click on the *RSS Feed* icon on this website, follow FAOJobs on Twitter or subscribe to the FAO Jobs section on the FAO Facebook page.

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5.2 Create a profile and prepare an application

To create a profile and prepare an application, you must first register on the FAO iRecruitment site. After you have registered you will be welcomed to your iRecruitment Home Page where you will fill out and manage your profile, view status of jobs applied for, and apply for new jobs. The first step in creating your application is to create a PPF in iRecruitment by clicking *My Account* on your iRecruitment homepage and completing all of



the requested information in all sections of the profile including: Personal Information, Qualifications and Skills, and Additional Information.

Personal Information section includes your name, nationality, contact information and marital status. You can make changes, such as updating your phone number or family status at any time and the information is automatically updated on all job applications you have already submitted.

The next section is Qualifications and Skills. In this section you will need to enter your employment history, skills, academic qualifications and other professional qualifications. Be sure to include your language and IT skills in the skills section.

The final section is Additional Information. In this section you should indicate your professional areas of interest, answer additional questions and set the privacy settings of your profile.

Once you have completed your profile, click on the *Refresh My Resume* button in order to create your PPF.

If you wish to include other documentation in your profile such as a cover letter and curriculum vitae, you can add attachments by going back to the Personal Information section and clicking add another document.

Important notes: As you fill in your information online you should make sure to click *Save* after each section before logging out. Also be aware that the session times out after 20 minutes of inactivity.

5.3 Submit job application(s)

If you want to apply for a specific job after you have completed filling out your profile, go to the *Jobs* tab in the upper right corner of your iRecruitment Home Page and click the *Search* button to view the list of available jobs. To view the details for a specific job, click on the brown link with the Vacancy name, i.e. IRC1000. To apply for a job, click on the *Apply Now* icon and follow the steps to apply.

FAO does not accept a resume or CV as an attachment in replacement of a completed online profile.

Once you have submitted your application, a notification will appear on the top of the screen informing you that you have successfully applied. You will not receive an email notification of your application. However, in your iRecruitment homepage, you can view a list of the jobs you have applied for with the relevant application status for each job.



6. Status of the Application

When you log in to iRecruitment using your username (e-mail address) and password, you will be taken to your “Home” page. On that page, you have a list of the positions to which you have applied. The column “Status” shows what status your application is in:

- *Selection ongoing*
Position is still unfilled and, based on your skills/qualifications; you may or may not be contacted for an interview.
- *Job Accepted*
You have accepted the position.
- *Selection finalized*
You are no longer being considered for hire to the position—the position may be filled or unfilled.

If you have applied for a vacancy announcement not published on iRecruitment, the responsible department will respond within four weeks (from the time your application has been received), acknowledging the receipt of the application. During the period, please refrain from inquiries about your application, as this will delay our response time. You may view the list of positions that have been filled to see if the position that you have applied for has been filled.

For vacancies published on FAO iRecruitment, as soon as you submit your application, a notification will appear on the top of the screen informing you that you have successfully applied; in addition, you may check the section “Jobs Applied For” in your iRecruitment home page where you will find a list of the applications for which you have applied.

Please note that the selection process in a few cases may take in excess of six months for completion.

7. FAO Competency Framework

FAO believes that the competency framework will strengthen our workforce by ensuring the new staff share FAO’s values and demonstrate the core and managerial competencies through competency-based interviewing. Competencies will help us get the right person for the job by focusing on demonstrated skills and behaviours, as well as on qualifications and experience.

FAO competency based framework consists of three main elements:



- **Our values which** are three shared principles and beliefs that unite all employees. *Respect for the principles of the United Nations Charter and FAO's Mission Statement.*
- Five **core competencies** apply to all of us
- A parallel set of six **leadership competencies** apply to senior managers.

Competencies are demonstrated behaviours of a person that facilitate effective performance of work tasks. It is not just about what we do, but how we do it.

Values					
Commitment to FAO		Respect for all		Integrity and transparency	
Core competencies					
Results focus	Teamwork	Communication	Building effective relationships	Knowledge sharing and continuous improvement	
Leadership competencies					
Results focus	Leading, engaging and empowering others	Communication	Partnering and advocating	Knowledge sharing and continuous improvement	Strategic thinking

Table of FAO Specific Abbreviations



ADG	Assistant to Director-General
APO	Associate Professional Officer
D-1	Deputy Director
D-2	Director
FAO	Food and Agriculture Organization of the United Nations
GS-1/GS-6	General Service
IRC	Internal Recruitment Code
JPP	Junior Professional Programme
P-1/P-5	Professional Posts
PHF	Personal History Form
PPF	Personal Profile Form
RSS	Rich Site Summary
TAP	Temporary Assistance Pool
