

Position Title: Agriculture Officer (Food Safety and Consumer Protection) **Grade:** P3/P4

Organizational Unit: Sub-regional Office GCC and Yemen

Duties and Responsibilities

Under the overall managerial and administrative supervision of the Sub-Regional Coordinator and the overall technical supervision of the Director, Nutrition and Consumer Protection Division (AGN), the incumbent, as part of a Multi-disciplinary Team, will provide guidance and supervisory support for activities related to the improvement of food safety and quality management in the Gulf Cooperation Council States and Yemen. Specifically, the incumbent will:

1. Provide advice and support to countries to improve their policy, institutional and legal frameworks for national systems of food safety/ quality management and control, including:
 - Advice on selected food safety/ quality issues and assistance in identifying and evaluating policy options at national and regional levels
 - Provide guidance and support for the assessment of food safety/ quality capacity-building needs and assistance in developing plans of action for improving national capacities
 - Assistance in strengthening the institutional and legislative frameworks for food control ensuring effective coordination among concerned agencies along the food chain
2. Provide advice and support to national and regional authorities that enable them to design and effectively implement risk-based programmes of food safety/ quality control, including:
 - Assistance for the development of capacities to generate and compile food safety data and facilitation of access of relevant data at regional and international levels and training in the use of these data to guide design of risk-based food safety programmes
 - Assist in strengthening national and regional (GCC) processes for developing national and regional food standards harmonised with Codex Alimentarius and for improving participation in international standard setting process
 - Assistance to strengthen food analytical services
 - Assistance in strengthening food inspection and certification services
 - Assistance in developing programmes of public information/ education in food safety/ quality
3. Provide guidance and support to countries to promote adherence of food businesses with international recommendations on food quality and safety and conformity with market requirements, including:
 - Support for the development of codes of practice and programmes of training to improve compliance of food chain operators to national/ regional food safety and quality requirements
 - Training and assistance on establishment and implementation of quality assurance schemes that allow businesses to meet target market requirements
4. Facilitate the identification of national and regional experts/ expert institutions in areas related to food safety and quality that have an interest and capacity to participate in FAO activities on capacity building or provision of scientific advice
5. Promote the development of knowledge networks to facilitate exchange of food safety/ quality information to promote regional cooperation and to optimise involvement of universities and research institutions in the network
6. Identify and outline priority issues for which guidance manuals, training materials or other food safety/ quality capacity building tools are considered priority for the region and liaise with the AGN-HQ staff to agree on a plan for their preparation
7. Develop project concept notes and formulate project proposals, using the logical framework approach, in support of food safety capacity building in the region
8. Assist in mobilising funds in support of capacity building activities in the region
9. Prepare technical papers and reports related to food quality and safety for various meetings, including the FAO Regional Conference for the Near East
10. Perform other duties as required

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree in food science, food technology, food microbiology, veterinary medicine, public health or other related field
- Seven years of experience in food safety work at national, regional or international level, including experience in the formulation and/or implementation of technical projects/activities in countries/institutions outside his/her own country aimed at developing capacities for implementing food safety/ quality measures in line with international requirements
- Working knowledge of Arabic and English

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent and relevance of experience in food safety and quality issues in the context of national food control services, in regional or international institutions, in research institutions or in the private sector
- Length and relevance of experience in formulating, reviewing or evaluating projects providing technical assistance for strengthening capacities for food safety/quality management and control
- Knowledge of the Codex Alimentarius Commission and familiarity with processes at national level that permit effective participation in the work of Codex;
- Demonstrated ability to effectively design and implement training programmes
- Demonstrated ability in writing technical publications and reports and good oral communication skills
- Demonstrated ability to work well within multidisciplinary teams
- Basic knowledge of human nutrition (desirable).

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

REMUNERATION

Level _____ carries a net salary per year (inclusive of a variable element for post adjustment) from US\$ _____ to US\$ _____ (without dependants) and from US\$ _____ to US\$ _____ (with dependants)

TO APPLY: Carefully read and follow the **Guidelines to applicants**

Send your application to: V.A
Title, Department
FAO Viale delle Terme di Caracalla 00100 Rome ITALY
Fax No: +39 06 57
E-mail:

*This vacancy is open to male and female candidates. Applications from qualified women candidates and applications from qualified candidates from non/under-represented member states are encouraged. Please note that **FAO** staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.*

FAO IS A NON-SMOKING ENVIRONMENT

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.