Food and Agriculture Organization of the United Nations

Vacancy Announcement N₀:

Position Title:	Junior Professional Officer (E-learning)	**Grade Level:**	P-2
		Duty Station:	Rome, Italy
Organizational Unit:	Partnerships and UN Collaboration Division (PSU) Responsible Agricultural Investments, Learning and Agriculture Information Management Unit (PSUR)	**Duration *:**	Fixed-term: Two years with possibility of extension
		Post Number:	
		CCOG Code:	1A05

*The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments

Organizational Setting

The Food and Agriculture Organization of the United Nations (FAO) contributes to the achievement of the 2030 Agenda through the FAO Strategic Framework by supporting the transformation to MORE efficient, inclusive, resilient and sustainable agrifood systems, for *better production, better nutrition, a better environment,* and *a better life*, leaving no one behind.

The Partnerships and UN Collaboration Division (PSU) is responsible for coordinating and overseeing the identification, strengthening and stewardship of strategic partnerships with UN agencies and non-state actors (NSAs) including civil society, academia and research institutions, family farmers' and indigenous peoples' organizations and parliamentarians. The Division leads FAO's engagement in the UN Development System repositioning, develops capacities, fosters dialogues, scales up programmes and advocates for FAO's corporate positions in support of FAO's new Strategic Framework and the Sustainable Development Goals (SDGs). It ensures that multi-stakeholder processes and strategic interventions globally and locally are an integral part of FAO's work and provides targeted support for successful collaboration with NSAs and UN agencies. The Division has the lead responsibility for the promotion of the Principles for Responsible Investment in Agriculture and Food Systems (CFS-RAI) and the implementation of the Food Coalition, the UN Decade of Family Farming (2019-2028) and the FAO Policy on Indigenous Peoples. It is also in charge of FAO's E-learning programmes delivered through the FAO E-learning Academy and access to scientific and technical data through knowledge platforms and enhanced information policies and standards, promotes and facilitates knowledge sharing on sustainable food security and nutrition among various stakeholders.

The Junior Professional Officer (E-learning) will be based with the FAO E-learning Academy Team, located in the Responsible Agricultural Investments, Learning and Agriculture Information Management Unit (PSUR), in which the coordination and management of the FAO E-learning Academy takes place at FAO and in coordination with the Partnerships Unit (PSUP) as relevant.

The position is located in the Partnerships and UN Collaboration Division (PSU) at FAO headquarters, Rome, Italy which leads the 4 Betters Courses Initiative which will be supported by the position.

Reporting Lines

The Junior Professional Officer (E-learning) will carry out his/her duties under the supervision of the Capacity Development Officer (E-learning)/Head of the FAO E-learning Academy, RAI Team Leader coordinating activities related to E-learning development and delivery for use by agricultural and food security professionals worldwide; and under the general supervision of the Senior Capacity Development Officer (Outreach)/Head, Responsible Agricultural Investments, Learning and Agriculture Information Management Unit in the Partnerships and UN Collaboration Division (PSU).

Technical Focus

Development and implementation of programmes and activities related to the delivery of FAO E-learning courses for the use by agricultural and food security professionals worldwide; and in particular the 4 Betters Courses Initiative to better link academic curricula and programmes to enhance FAO's global impact and to equip young professionals with the competencies and

knowledge needed to contribute to the transformation of agrifood systems. The work will produce a series of pages on FAO.org providing a methodological framework for Academia and research institutions to develop university curricula aligned with FAO's 4 Betters, making extensive use of the E-learning courses provided through the FAO E-learning Academy and associated resources.

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 as well as 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 in multidisciplinary project/work teams.
- Collaborates in the development of training tools and materials and the organization of workshops/seminars, etc.
- Participates in the organization, 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

- Supports the design of the graphical interface and visual and navigation elements for the E-learning courses to support the delivery of the 4 Betters Courses.
- Liaises with PSU Instructional Designers, FAO Technical Divisions, external experts and partners to coordinate the production, technical peer review process and quality assessment of the E-learning courses before publication on the 4 Betters Courses pages.
- Creates additional learning elements such as tutorials and other resources to be integrated within the 4 Betters courses.
- Liaises with E-learning Systems Developers, Instructional Designers and specialists from the Office for Corporate Communication (OCC) as well as the FAO Digital and Agro-informatics Division (CSI) for the release of the 4 Betters Courses on the FAO.org dedicated 4 Betters Courses pages and the FAO E-learning Academy website.
- Assists managing and maintaining content on the on the FAO.org dedicated 4 Betters Courses pages ensuring linkages with the FAO E-learning Academy's learning management system.
- Coordinates the release and delivery of new E-learning courses and associated materials on the 4 Beters Courses pages.
- Creates, delivers, collects and evaluates learner surveys for the various courses and creates statistical reports on the uptake and of the E-learning courses.
- Supports developing procedures to improve the storage, search and retrieval of learning content and provides technical support to learners and partners.
- Assists the investigation and creation – together with other members of the FAO E-learning Academy - new and innovative ways to deliver E-learning contents (e.g. mobile and responsive design, interactive videos, serious gaming).

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CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in relevant area such as graphic design, multimedia, marketing, communications, instructional design, pedagogy or related fields.
- Three years of relevant experience related to capacity development, training or digital media delivery.
- Working knowledge (proficient - level C) of English and limited knowledge (intermediate - level B) 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.
- • Extent and relevance of experience in collecting and analysing technical information and data.
- • Extent and relevance of knowledge and experience with the development and/or delivery of E-learning courses.
- • Extent and relevance of knowledge and experience with the development of learning materials.
- • Extent and relevance of experience in the preparation, editing and revision of technical/scientific documents and in organizing meetings and workshops.
- • Extent and relevance of experience in establishing and maintaining partnerships with UN agencies, non-governmental organizations (NGOs) as well as donors and government institutions and agencies.
- • Working knowledge (proficient - level C) of another official FAO language would be an asset.

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