



Issued on: 3 December 2014

Deadline For Application: 23 January 2015

POSITION TITLE:	Cash Based Interventions Coordinator	GRADE LEVEL: N/A
CONTRACT TYPE:	INTERNATIONAL CONSULTANCY	DUTY STATION: NAIROBI, KENYA
ORGANIZATIONAL UNIT:	FAO-Somalia	DURATION: INITIAL 3 MONTHS, RENEWABLE
ANTICIPATED START DATE:	IMMEDIATELY	

GENERAL DESCRIPTION OF TASKS AND OBJECTIVES TO BE ACHIEVED

Under the overall supervision of the Officer in Charge and direct Supervision of the Head of the Project Management Unit (PMU) for Somalia and in close coordination with the relevant heads of sectors and with the Agriculture and Livelihood Cluster Coordinator, the Coordinator will:

- Design cash based schemes to respond to specific objectives set by sectors. This is to be done in close collaboration with technical units from sectors.
- Oversee / review internal control mechanisms and relevant documentation adopted for the implementation of cash-based interventions in Somalia, including but not limited to the cycle of vouchers used in cash-based activities / interventions and other documentation related to the monitoring of cash flow;
- Supervise and guide the daily works of the following International staff: one International Research and Evaluation coordinator for cash-based interventions, one International consultant - Qualitative Impact Evaluation for Cash-based Interventions and one International Operations Manager for cash-based interventions, as applicable ;
- Coordinate the day to day activities of National FAOSO staff involved in the implementation of cash-based interventions, including the following staff: two Operation Assistants, one Operation Clerk, two Programme Assistants for Inter Cluster Coordination;
- Assist the International Consultant Information Officer toward the progressive digitalization of FAO workflow and related documentation for Cash-based interventions;
- Lead the technical evaluation of tenders / Invitations to Bid (ITBs) for the selection of IPs / service providers involved in the implementation of newly approved cash-based interventions for Somalia;
- Extensive field travel to ensure consistency in the implementation of CBI across FAO Somalia programme ,in line with the prevailing security situation / context;
- Oversee all main technical, administrative and operational aspects of TCE-operated cash-based interventions for Somalia, including budgetary monitoring of the approved field expenditures;
- Oversee the implementation of relevant day to day activities of cash-based interventions for Somalia, including being a signee of: LoAs routing slips, payments slips for funds reimbursement to money transfer agents, etc;
- Manage relationships with all main actors involved in the implementation of cash-based interventions in Somalia / FAO IPs, including promotion / leading of regular orientation meetings;
- Oversee the monitoring aspects of cash based interventions as far as output level monitoring and cash usage is concerned;
- Support the training of FAO M&E staff on specific monitoring and evaluation tasks related to FAO-led cash-based interventions;
- Actively coordinate with other UN agencies / relevant actors for the coordination of the respective cash-based interventions in Somalia, with the ultimate goal of a geographic-based complementation / integration of FAO-led cash-based interventions with those from other actors, as relevant;
- Contribute to the formulation of emergency and rehabilitation interventions / project documents for Somalia focusing on Cash-based interventions;
- Contribute to briefs, project progress and final narrative and financial reports for relevant donors currently contributing to FAO CFW programme for Somalia;
- Assist in the formulation of relevant correspondence with recipient governments and donors as far as CBI are concerned;
- Assist in the organization of and attend to briefing and debriefing events for external missions to FAO Somalia, as applicable.
- Provide technical advice to the Food Security Cluster on cash-based interventions for Somalia, as applicable.

Education:

Advanced degree in Economics, Agribusiness/ Agriculture, Veterinary Medicine/ Animal Biology or related field.

Work Experience:

At least 7 years of experience in humanitarian and or development field, out of which at least 2 years of field experience in the design / management / monitoring of cash based interventions.

Technical Competencies:

- Proven ability to liaise with and coordinate multiple partners including NGOs.
- Proven understanding of international humanitarian architecture and respective roles of participating members.

- Ability to analyze and synthesize data from multiple sources.
- Knowledge of the basic theoretical principles underlying conditional and unconditional cash based interventions
- Professional experience and capacity in the design of conditional and/or unconditional cash based interventions in humanitarian contexts
- Professional experience and capacity in the implementation of cash based intervention mechanisms in complex emergencies
- Diplomacy, tact and ability to network successfully and experience in the Horn of Africa to be considered as an advantage.

Languages:

Working knowledge (level C) of English is required and working knowledge of the local language(s), including Somali, is desirable.

IT Skills:

Ability to effectively use standard office software, such as MS Office (Windows, Word, Outlook, Excel, Exchange) etc. Ability to use accounting software and other information systems and databases to insert data, make enquiries, retrieve/define ad hoc reports and analyses and edit results in appropriate format.

Office Management Skills:

Systematic, well structured and efficient approach to work assignments. Analytical ability, accuracy and consistency. Exercise diligence and care in dealing with records and expenditures.

Interpersonal Communications and Teamwork Skills:

The incumbent must possess a cooperative spirit, flexibility and openness to work in an international environment. Tact and courtesy. Ability to establish and maintain effective working relationships with people of different national and cultural background.

TO APPLY:

Candidates are requested to submit a covering letter quoting the Position Title and Vacancy Announcement No. **FAO/33/2014** along with their current/detailed Curriculum Vitae and FAO Personal Profile Form (PPF) available <http://www.fao.org/employment/irecruitment-access/en/>. E-mail is the preferred means of receipt and the application should be sent to HR-Somalia@fao.org

Applications must be received by the deadline. Late applications will not be considered.

Only short listed candidates meeting all essential qualifications will be contacted.
