



POSITION TITLE:	Project Manager (Strengthening of Institutional and Human Capacity)	GRADE LEVEL:	P-4
ORGANIZATIONAL UNIT:	Regional Office for the Near East and North Africa RNE	DUTY STATION:	Riyadh, Saudi Arabia
		DURATION *:	Until 31.07.2016
		POST CODE/N ^o :	Unidentified
		CCOG CODE:	1A11

Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged. Persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence. The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Senior Field Programme Officer, the direct supervision of the FAO Programme Coordinator (PC) in the Kingdom of Saudi Arabia (KSA) and the technical guidance of the Lead Technical Unit (LTU), in consultation with the National Project Director (NPD) and the General Directorate for Administrative and Financial Affairs (GDAFA) of the Ministry of Agriculture (MoA), the Project Manager (PM) will be responsible for all FAO inputs to the project as well as technical implementation of its activities. In particular, the PM will:

- provide advice on all matters related to the project's implementation, by providing administrative, technical and professional guidance for the execution of the Ministry of Agriculture's policies in relation to the project;
- liaise with internal and external stakeholders to ensure the flow of cooperation and coordination in the implementation of the project;
- review the project budget and prepare expenditure plan, monitor and advice on its implementation;
- prepare project progress reports to review and monitor the outputs and results of the project against agreed work plan, and to identify constraints and issues that require timely resolution and corrective actions;
- plan and oversee the provision of all FAO inputs, including organizing and assisting in purchase of equipment and supplies, and arranging for their maintenance;
- coordinate the activities performed by the project's experts and international consultants;
- develop and implement training activities and study tours, and participate in the selection of the host countries and institutions
- participate in the formulation of organizational studies and in the development of manuals, guidelines and checklists for documenting, institutionalizing and sustaining the project outputs and results.
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree in agricultural sciences, agricultural economics or any related field
- Seven years of relevant experience in project management, planning, implementation and evaluation of training and capacity building programmes
- Working knowledge of English

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent of experience in the formulation and implementation of programmes related to the strengthening of institutional and human capacity
- Extent and relevance of academic qualifications
- Proven ability to work independently and in multi-disciplinary teams, to prioritize tasks, and deal promptly with urgent issues
- Demonstrated experience in providing policy advice to governments, national institutions and donors
- Excellent communication skills both orally and in writing including the ability to write concise technical reports
- Familiarity with FAO project implementation rules will be considered a strong asset

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.

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

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

For guidelines to applicants, please visit the Application Toolkit at: <http://www.fao.org/employment/current-vacancies/project/en/>

Send your application to:

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Operations Unit
11 El Eslah El Zerai Street, Dokki 12311 Cairo, Egypt
P.O. Box 2223 Cairo
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e-mail: rne-905-13-prj@fao.org

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.

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