



POSITION TITLE:	Global Project Coordinator	GRADE LEVEL:	P-4
		DUTY STATION:	Rome, Italy
ORGANIZATIONAL UNIT:	Plant Production and Protection (AGPM)	DURATION *:	One year (with possible extension subject to continuity of funds)**
	Agriculture and Consumer Protection Department	POST CODE/N ^o :	N-1063359
		CCOG CODE:	1H01

Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Director, Plant Production and Protection (AGPM) and the supervision of the Senior Officer, the incumbent will be responsible for the overall coordination and implementation of project activities. Specifically, to:

- Prepare a detailed work plan and timeframe for project implementation to be discussed and agreed upon by partners at the International Steering Committee (ISC) meetings;
- In collaboration with national coordinators, establish and facilitate global project implementation and coordination mechanisms, linkages and information dissemination, in order to assure that project activities are coordinated and carried out in a timely manner;
- Serve as Executive Secretary to International Steering Committee (ISC) and participate in Technical Advisory Group;
- Provide technical support and guidance to national coordinators in setting up coordination mechanisms;
- Together with project partners identify, leading national, regional and international expertise that could be utilized to assist in the project as well as advising the ISC and other stakeholders on technical and procedural matters;
- Mainstream pollinator conservation and sustainable use by providing guidance on analysis of enabling policy environments in project countries and coordinating the production of documents that increase awareness of the role of pollination;
- Prepare TORs for consultancies and contracts within the project, advise and supervise such consultancies and contracts, as needed;
- Co-ordinate, aggregate, and submit all monitoring and evaluation reports to the Senior Crop Officer for Crop-related Biodiversity;
- Prepare project technical and financial reports in accordance with relevant GEF/UNEP regulations;
- Assist in resource mobilization for co-funding the Full-size project;
- In close consultation with national coordinators, organize national, regional and international workshops, as well as the timely preparation of minutes of workshop/meetings;
- Coordinate global aspects of information management and public awareness campaigns;
- Perform other related activities as required.

****APPOINTMENT/PROMOTION OF THIS POSITION IS TEMPORARY**

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced University Degree in one of the following fields: Conservation Ecology, Natural Resource Management, Environmental Sciences/Management/Economics, Agricultural Economics, or related area;
- Seven years of relevant experience in the field of project administration and management
- Working knowledge of English and limited knowledge of French or Spanish.

SELECTION CRITERIA

Candidates will be assessed against the following:

- Proven experience in project management and administrative management;
- Experience in pollinator conservation and management;
- Proven experience in facilitating meetings or discussions;
- Ability to work with senior government officials, research institutes, non-governmental organizations (NGOs), and local communities, etc.;
- Extent of professional experience in natural resource/pollination project management, design and implementation, the Convention on Biological Diversity, the International Pollinators Initiative and the Global Environment Facility;
- Demonstrated ability to write project documentation in a timely manner (proposals, strategies, technical papers)

- etc.), including for donors and quality of writing skills
- Ability to coordinate and facilitate teamwork, especially in relation to ecosystem management for sustainable crop production intensification and in international and/or multi-cultural environments.

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/>

TO APPLY: Carefully read and follow the Guidelines to applicants

Send your application to:

V.A **AGP-773-12-PRJ**
AGPME-Team Leader
FAO Viale delle Terme di Caracalla 00153 Rome ITALY
Fax No: +39 06 570 53057
E-mail: VA-773-PRJ-AGP@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.

FAO IS A NON-SMOKING ENVIRONMENT