



Issued on: 23 April 2014

Deadline For Application: 7 May 2014

POSITION TITLE:	Project Manager (Agricultural Market Information System - AMIS)	GRADE LEVEL:	P-4
ORGANIZATIONAL UNIT:	Trade and Markets Division, EST Economic and Social Development Department	DUTY STATION:	Rome, Italy
		DURATION *:	Fixed Term: 2 years
		POST CODE/N°:	unidentified
		CCOG CODE:	1.H.01

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 Director of the Trade and Markets Division and the supervision of the Secretary of the Agricultural Market Information System (AMIS), an inter-agency platform to enhance market transparency and promote coordination of policy action in response to market uncertainty, the Project Manager will coordinate and supervise projects under the AMIS Umbrella Programme and oversee all related administrative issues. In particular, the incumbent will:

- lead the preparation and implementation of project work plans and oversee budgets and the delivery of results;
- plan, implement and monitor the financial management of AMIS projects, including the revisions of budgets and the monitoring of project expenditures, in consultation with the relevant administrative units;
- develop management procedures for all projects under the AMIS Umbrella Programme;
- engage in fundraising activities for AMIS, by identifying potential donors, conceptualizing activities, and drafting project proposals;
- recruit and supervise consultants to carry out project activities, and coordinate technical assistance provided to AMIS participating countries;
- ensure the conformity of projects with the financial rules and regulations of FAO and external donors, for example by liaising with relevant departments in FAO to clear any issue on financial and administrative matters;
- define relevant performance indicators and regularly monitor progress of project activities, including by preparing clear and concise reports in line with the requirements of governments, AMIS members and other resource partners;
- lead communication with resource partners and effectively inform them of the status of project implementation;
- coordinate the exchange of information with the other international agencies that are members of AMIS;
- represent AMIS in technical meetings, conferences and other official events;
- contribute to the development and improvement of the AMIS website and the AMIS Market Monitor;
- organise and prepare AMIS events, including meetings of the Global Food Market Information Group and the Rapid Response Forum;
- perform other related duties as required

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree in economics, agricultural sciences, agricultural economics or a related field
- Seven years of relevant experience in economic analysis, programme design and project management related to international development cooperation
- Working knowledge of English and limited knowledge of another FAO language (Arabic, Chinese, French, Russian, Spanish)

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent and relevance of project management experience (including work planning and budgeting), especially in the area of international development cooperation
- Demonstrated experience in resource mobilisation
- Demonstrated ability to establish priorities and to plan, coordinate and monitor tasks and lead/supervise teams to achieve results
- Extent of knowledge of agricultural markets
- Quality of oral and written communication and presentation skills, including expert knowledge in drafting concise documents in English within tight deadlines and presenting project results to non-technical audiences
- Work experience in more than one location or area of work, particularly in field positions is desirable
- Extent and relevance of academic qualifications

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:

V.A **EST-33-14-PRJ**
Director, EST
FAO Viale delle Terme di Caracalla 00153 Rome ITALY
Fax No: +39 06 57054495
E-mail: EST-Director@fao.org

Note: Email address has been amended.

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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