



Issued on: 6 May 2015

Deadline For Application: 20 May 2015

POSITION TITLE:	PROJECT COORDINATOR (FOOD SAFETY PROJECTS)	GRADE LEVEL:	P-3
ORGANIZATIONAL UNIT:	FAO REPRESENTATION IN BANGLADESH	DUTY STATION:	Dhaka, Bangladesh
		DURATION:	Fixed Term: 1 Year
		POST NUMBER:	
		CCOG CODE:	1.E

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

**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

Organizational Setting

FAO Bangladesh assists the Government to develop policies, programmes and projects to address the root causes of hunger and malnutrition; to help the Government develop the agricultural, fisheries and forestry sectors and to use the environmental and natural resources in a suitable way. It participates in the development of FAO's field projects in the country and implements it, in the sectors of food security, agriculture and rural development.

The overall goal of the projects is to strengthen the capacity of Bangladesh institutions to manage safety in the food chain, including through the National Food Safety Laboratory, and the newly created Bangladesh Food Safety Authority (two separate, but closely-linked project-funded activities).

The post is located in the FAO Representation in Dhaka, Bangladesh.

Reporting Lines

The Project Coordinator reports to FAO Representative in Bangladesh and receives technical supervision from the Lead Technical Officer (LTO) and the relevant Division in FAO HQ (AGDF). He/she liaises with the International Advisor, the Chief Technical Adviser and the National Team Leader (NTL).

Technical Focus

Improving food safety in Bangladesh and institutionalization of food safety in Bangladesh for safer food.

Key Results

- Research, technical analysis, and project related services to support the delivery of the project..

Key Functions

- Coordinates project matters such as work plans, budgets and ensures timeliness of deliverables and reporting of project progress;
- Supports the engagement of relevant government ministries/departments, other food safety projects and relevant stakeholders to ensure the involvement and inclusion of all partners in food safety activities under the projects;
- Plans and coordinates project requirements and full project implementation and liaises with other stakeholders as well as with senior food safety advisors assigned to the projects;
- Initiates and oversees project operations through the different stages of the project life cycle (recruitment, LoA processes, procurement, budget monitoring, reporting closure formalities, etc), ensuring programmatic and administrative compliance;
- Prepares terms of reference reflecting the outputs and results of the projects against agreed work plans, and identifies constraints and issues that require timely resolution and corrective actions;
- Supports and coordinates the process of selecting suitable international and national consultants to work on the project activities; and
- Perform other related duties as required.

Candidates will be assessed against the following

Minimum Requirements

- Advanced university degree in economics, development studies, business administration and management or a field related to the work of the Organization
- Five years of relevant experience in programming, planning, operations, and/or implementation of development projects in a national and international environment
- Working knowledge of English

Competencies

- Results Focus
- Team Work
- 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 is desirable;
- Extent and relevance of experience in project operations, budgeting and coordination activities;
- Extent and relevance of experience in liaison with partners and institutional contexts;
- Extent and relevance of experience of implementation of food safety – related project activities; and
- Knowledge of another FAO official language (Arabic, Chinese, French, Russian or Spanish) is desirable

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

All candidates should possess computer/word processing skills

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm

HOW TO APPLY:

Send your application to:

V.A FABGD-24-15-PRJ

E-mail: FAOBD-Vacancies@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
