



Issued on: 5 August 2015

Deadline For Application: 19 August 2015

POSITION TITLE:	Forestry Officer (Project Operations)	GRADE LEVEL:	P-3
		DUTY STATION:	Accra, Ghana
ORGANIZATIONAL UNIT:	Forest Assessment, Management and Conservation Division (FOM) Forestry Department (FO)	DURATION *:	Fixed-Term: 1 year (with possible extension)
		POST CODE/N ^o :	unidentified
		CCOG CODE:	1H06

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

**Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.
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

The Forest Assessment, Management and Conservation Division (FOM) supports member countries through the provision of products and services for forest management and conservation, restoration and protection of trees, water, mountains, biodiversity, wildlife and other related natural resources. FOM also provides direct support through a portfolio of development projects. Among these lies the GEF funded "*Fouta Djallon Highlands Integrated Natural Resources Management*" project which focuses on natural resource and watershed management in one of the largest series of watersheds in West Africa, the Fouta Djallon Highlands (FDH). The project supported by GEF funding and jointly implemented by UNEP and FAO is leading to expected increases in the integrity of FDH ecosystems thereafter which provide freshwater resources for millions of users downstream in the region.

Reporting Lines

The Forestry Officer (Project Operations) will report to the Senior Field Programme Officer in RAF, and liaise with the Team Leader, RAF West Africa Team, and the Team Leader, Mountain and Watershed Team in FOM at HQ.

Technical Focus

Oversee and coordinate financial management, personnel administration, procurement, contracting and management of sub-projects and reporting requirements of the GEF funded "*Fouta Djallon Highlands Integrated Natural Resources Management*" project.

Key results

Operations management, monitoring and reporting, financial management, procurement and personnel management, liaison.

Key Functions

Operations, monitoring and reporting

- Assume alternate budget holder responsibilities for the project in accordance with applicable Project Cycle and Administrative Guidelines;
- Oversee operational management and implementation of the project activities;
- Ensure timely and full data and information entry into FAO's Field Programme Management Information System (FPMIS);
- Ensure timely submission of regular project progress, implementation and terminal reports including identification of project follow up requirements;
- Ensure the timely preparation and support of project evaluations, be they final or mid-term;
- Contribute to the design, development and monitoring of annual work plans ensuring that GRMS transactions reflect approved work plans;
- Liaise with FAO technical units to ensure technical quality in project activities and organize regular project task force meetings;
- Undertake operational backstopping missions to participating countries, as appropriate;
- Advise RAF, SRO, FAOR and project staff and partners in the participating countries on GEF procedures;
- Facilitate the organization and preparation of meetings, workshops and exchange visits, whenever required;
- Monitor field activities implementation in close collaboration with LTO, concerned technical and operating units at HQ, RAF and at country level, and UNEP, and ensure appropriate action be taken on major issues affecting operations;
- Monitor work of the team of specialized consultants, supervise the preparation of various written outputs, e.g. background papers, inputs to publications etc.;
- Update the admin manual for the second phase of the project;
- Contribute to the formulation and preparation of project proposals for co-funding, including resource mobilization and liaison with resource partners.

Financial Management

- Ensure quarterly review of project transaction listing and initiate accounting adjustments to reverse wrong charges and cancel invalid soft or hard commitments and prepare regular budget revisions and regular financial reports;
- Liaise with UNEP to report on co-financing provided by governments and other institutions;
- Ensure financial reporting at all time and align FAO and UNEP budget structure and reporting format, reconciling discrepancies when required.

Procurement

- Provide budgetary clearance for purchase requisitions and purchase orders for contracts and Letter of Agreement (LoA), and draft and monitor, in close collaboration with the RAF procurement unit, LoA, project's contracts and related invoices, as necessary and in accordance with applicable procedures;
- Ensure timely provision of equipment and supplies, supervise the procurement of goods and services for the implementation of the project;
- Coordinate development and implementation of LoA with relevant partners and review financial reports submitted by those Partners.

HR

- Provide budgetary clearance for e-Post Processing Requests (e-PPRs), the timely processing of recruitment actions by the SSC and payments (including time-cards) of consultants/PSA and other non-staff providers;
- Ensure timely provision of personnel inputs, support the development of terms of reference for the recruitment of national and international consultants, and organize selection panels;
- Oversee the preparation of technical support missions for FAO and UNEP staff.

Liaison

- Facilitate communication, knowledge and information exchange between FAO, UNEP and the International Coordinator of the African Union (AU) on a regular basis;
- Ensure liaison between the RAF West Africa Team and FAO HQ (Forestry Department and other relevant units) regarding the Fouta Djallon Project.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced University degree in agriculture, forestry, natural resources management, project management, economics or a subject directly related to the field work of the Organization
- Five years of relevant experience in development cooperation projects, including in the area of natural resource management, sustainable forest and watershed management or related activities
- Working knowledge of English and French

Competencies

- Results Focus
- Teamwork
- 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 projects operations and management, including knowledge of related FAO administrative, operational and financial procedures
- Demonstrated experience in and knowledge of FAO's watershed management/landscapes management approaches and sustainable mountain development, knowledge of the Mountain Partnership
- Demonstrated experience and knowledge of FAO's Strategic Framework and result based management, in particular with reference to natural resource management and resilience (SO2 and SO5)
- Extent of experience with and knowledge of GEF procedures
- Proven ability to formulate and develop work plans, products and services, output indicators and delivery mechanism
- Demonstrated experience in working in multidisciplinary team, consolidating inputs and prioritizing tasks
- Knowledge of FAO's Country Programming Framework and Regional Initiatives
- Excellent communications skills, both orally and in writing, in English and French
- Proven analytical skills and ability to multitask, adapt and think strategically

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.

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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

TO APPLY:

Carefully read and follow the **Guidelines to applicants**

Send your application to:

V.A **FOM-49-15-PRJ**

E-mail: VA-49-15-PRJ-FOM@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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