



Issued on: 18 July 2014

Deadline For Application: 1 August 2014

POSITION TITLE:	Project Coordinator	GRADE LEVEL:	P-4
		DUTY STATION:	Djibouti
ORGANIZATIONAL UNIT:	FAO Representation in Djibouti	DURATION *:	Fixed term: 31 December 2015
		POST CODE/N°:	unidentified
		CCOG CODE:	1.A.12

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 supervision of the FAO Representative in Djibouti, the Project Coordinator is responsible for the management and coordination of the project by ensuring consistency with the objectives set out in the Financial Convention with the European Commission (EC) for the project implementation and rules and procedures of FAO. The Project Coordinator, will work in collaboration with the EC and the Ministry of Agriculture in Djibouti. In particular, the incumbent will

- Advise in all matters related to the project's implementation by providing administrative and technical guidance for the execution of the project;
- Validate the studies, protocols and reports developed by national and international consultants;
- Support the development of local policies - and their implementation - for the sustainable management of natural resources and the security of agropastoral production potential, as well as coaching and training to local governments and communities ;
- Ensure consistency between the various strategic plans proposed by national and international consultants in ensuring that they are compatible with the action plans and the roadmap of the Djiboutian Veterinary Services – and the Ministry of Agriculture, Livestock and Water;
- Prepare terms of reference and project progress reports in accordance to the Guide to the Project Cycle to reflect the outputs and results of the project against agreed work plans, and identify constraints and issues that require timely resolution and corrective actions;
- Monitor the project budget and prepare ad hoc and yearly expenditure plans and reports and inform the Secretariat of project Steering Committee (PSC) in a timely fashion
- Review and comment on technical documents as required;
- Prepare detailed project annual work plans in line with the budget and in collaboration with stakeholders, and make necessary arrangements for their successful implementation in a timely manner;
- Coordinate the planning and the implementation of agricultural extension and technology transfer activities in the field, including collection, collation and analysis of data;
- Prepare technical specifications of the required project inputs (equipment, supplies) and draft tender documents for local or international procurement.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced University Degree in Veterinary Science, Animal Production or a related field
- Seven years of relevant experience in the planning, development and operational management of projects or resilience program large scale and management teams
- Working knowledge of French and limited knowledge of English

SELECTION CRITERIA

Candidates will be assessed against the following:

- Knowledge of agriculture (market gardening), rural hydraulics and / or the establishment of networks irrigation would be an advantage
- Extent and relevance of experience in managing and implementing large project
- Extent and relevance of experience in pastoral livestock production systems, monitoring and control of transboundary diseases, strengthening of veterinary services (including veterinary assistants) and enhancement of marketing channels for livestock products
- Extent and relevance of experience in supporting the development and implementation of national policies for the sustainable management of natural resources
- Extent and relevance of experience managing European union funded projects
- Excellent communication skills and ability to draft technical reports in French
- Demonstrated ability to establish and maintain partnership Knowledge of the Djiboutian context is an advantage
- Work experience in more than one location or area of work, particularly in field positions is desirable

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 **FRDJI-60-14-PRJ**

FAO Representative in Djibouti

E-mail: VA-FRDJI-60-14-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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