



Food and Agriculture Organization of the United Nations

## PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC3282

Issued on: 21 March 2016

Deadline For Application: 11 April 2016

POSITION TITLE:	PROJECT COORDINATOR	GRADE LEVEL:	P4
ORGANIZATIONAL UNIT:	FAO Representation in Uganda (FRUGA)	DUTY STATION:	Kampala, Uganda
		DURATION :	Fixed term: two years (with possibility of extension)
		Post Number:	
		CCOG Code:	1.A.11

**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 Sawlog Production Grant Scheme Phase III is a joint initiative between the Government of Uganda and the European Union whose primary objective is to encourage private sector investment in commercial timber plantations through provision of grants and technical support. It aims at increasing the incomes of the rural population through commercial tree planting by small, medium and large scale planters and local communities, while at the same time helping to mitigate climate change effects through intensive afforestation.

The Project Coordinator leads the Technical Management Unit (TMU) and is responsible for the overall administration, technical implementation and day-to-day coordination and monitoring of the project activities including budgeting, planning and reporting.

The post is located at the FAO Representation in Uganda in Kampala.

### Reporting Lines

The Project Coordinator reports to the Deputy Representative /Head of Programmes under the overall guidance of the FAO Representative with technical guidance of the Lead Technical Officer (LTO).

### Technical Focus

Planning, organizing and coordinating the technical and operational delivery of the project's work on commercial forest production and its contribution to increasing incomes and mitigating climate change effects.

### Key Results

Leadership and technical expertise for the planning, budgeting, monitoring and reporting of the project activities, products and services in accordance with the project logframe and work-plans and budget.

### Key Functions

- Provides technical leadership on the development, the implementation and evaluation of the project including work plans ; reviews relevant documents, strategic and budget and finance- related reports; identifies priorities, liaises with relevant parties; identifies follow-up actions;
- Coordinates and reviews the assessments of issues and trends for the implementation of the project and the preparation of impact evaluation or equivalent studies;
- Leads the preparation of various written outputs, e.g. background papers, analysis, substantial sections of reports and studies, inputs to publications;
- Contributes to consultative and other meetings, conferences, to include proposing agenda topics, identifying participants, preparation of documents and presentations;
- Leads capacity development activities, design and delivers training workshops, seminars, makes presentations on assigned topics/activities;
- Leads field missions, including provision of guidance to external consultants, government officials and other parties;
- Prepares terms of reference for consultants; manages of project personnel, equipment and assets; prepares procurement plans;
- Provides technical backstopping to ensure quality and effectiveness of project implementation;
- Leads promotion and advocacy for good practice in commercial forestry;
- Act as Secretary of the Project Steering Committee;
- Performs other duties as required.

### CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

#### Minimum Requirements

- Advanced university degree in Forestry, Natural Resource Management, Economics or Business Administration and Management
- Seven years of relevant experience in the planning, development and operational management of projects and/or programmes;
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese,

#### **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 the planning, development and operational management of projects and/or programmes
- Extent of knowledge of the Ugandan forestry sub-sector, and specifically commercial forestry in Uganda, East Africa sub-region or within the African region
- Extent and relevance of knowledge and experience in working in the United Nations System and/or FAO's programming mechanisms and/or donors such as the European Union Development Fund (EDF) is considered a strong asset
- Extent and relevance of experience in working with government institutions in Africa or other developing countries is desirable
- Internationally recognised certification or post-graduate qualification in project management or natural resources management/economics is considered an advantage

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

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#### **ADDITIONAL INFORMATION**

- All candidates should possess computer/word processing skills.
- Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview.
- Your application will be screened based on the information provided in your iRecruitment online profile (see "*How to Apply*"). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list.
- Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years.
- Candidates may be requested to provide performance assessments.

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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](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm)

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#### **HOW TO APPLY**

To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: [iRecruitment@fao.org](mailto:iRecruitment@fao.org)

**FAO IS A NON-SMOKING ENVIRONMENT**