



**Food and Agriculture Organization  
of the United Nations**

## **CALL FOR EXPRESSIONS OF INTEREST**

### **National Project Coordinator**

Contract duration: until 31 December 2016 (with possibility of extension until 31 December 2017)

Duty Station: Ankara, Turkey

Vacancy No. IRC3626

Deadline for Applications: 17 October 2016

#### **Tasks and responsibilities:**

##### **Purpose of the assignment**

Under overall supervision of the FAO Sub-regional Coordinator for Central Asia and FAO Representative in Turkey, technical guidance of the Lead Technical Officer, and in close cooperation with the National Project Director and project team, the National Project Coordinator will perform the following tasks:

- Manage the project to ensure achievement of project results;
- Coordinate and implement the day-to-day activities of the project through effective and efficient use of resources;
- Ensure and be responsible for the production of all project reports, budgets and work plans as well as for the timely deliverable outputs; and
- Oversee the completion of the project's Monitoring and Evaluation (M&E) plan and supervise its implementation, in collaboration with the project team as well as the completion of the baseline assessments and their compliance with the M&E plan.

##### **In particular, the incumbent will:**

- Prepare detailed Project Implementation Strategy and annual work plans in line with project budget, objectives and outcomes in collaboration with stakeholders, and make necessary arrangements for their successful implementation in a timely manner;
- Prepare technical specifications of the required project inputs (equipment, supplies), in full compliance with local conditions of demonstration sites and project needs;
- Draft and finalize the terms of reference for experts/consultants and the terms and conditions of the consultancies as required, send monthly reports about the completed activities and project progress reports in accordance to the Guide to the FAO Project Cycle Management 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 progress of implementation in relation to annual work plan in particular timeliness, achievement of project objectives and impact, and implement corrective measures when required;
- Lead, coordinate and ensure that project team and project experts/consultants achieve project outputs;
- Manage, with the guidance and coordination with the Field Programme Unit (FPU), the project budget and fulfil all project reporting duties according to GEF and FAO principles;
- Prepare the Terms of Reference for the Project Steering Committee (PSC) establishment and perform a secretariat function for the PSC;
- Coordinate the organization of the project's mid-term evaluation and final evaluation;
- Build a network of regular and sustained communications and coordination actions (e.g. workshops, meetings, field trips, skype/telephone conferences, emails) with project team, stakeholders and partners in the project intervention area and the country;
- Assume overall responsibility for the proper handling of logistics related to project workshops and events;
- Facilitate the flow of information to stakeholders and PSC by regular meetings and emails;
- Collect annual co-financing data from all stakeholders;
- Monitor the project budget (including the delivery of co-financing) and prepare ad hoc and yearly expenditure plans and reports and inform the budget holder and PSC in a timely fashion;

- Prepare project inception, technical progress and terminal reports while ensuring conformity with the project's reporting requirements and schedule;
- Lead the project team, with guidance from the FAO Communications Officer, in the design and implementation of a communications work plan for the project and supervise the delivery of communication products;
- Establish links between FAO, National Project Implementation Unit, focal points at Ministerial level, PSC and stakeholder board;
- Provide thorough information across all levels during decision-making processes;
- Reflect stakeholder-approved changes in revision of budget in a timely manner; and
- Perform other related tasks and duty travel as required.

Expected Outputs:	Required Completion Date:
Inception Workshop successfully conducted and report prepared;	
Project Implementation strategy prepared;	
Quarterly and annual work plans prepared and delivered;	
Annual procurement plans prepared and delivered;	
Relevant project progress and monitoring reports prepared in line with FAO and GEF requirements (monthly, quarterly, biannually and annually);	Throughout the assignment
Project Steering Committee meetings successfully conducted and meetings reports produced;	
Workshops, trainings and meetings successfully conducted and meetings reports produced;	
Back-to-office reports produced after each field missions	
Terminal technical reports prepared.	

## Candidates should meet the following requirements:

### Minimum Requirements

- Advanced university degree in forestry, agriculture, ecology, landscape architecture, natural resources management or a related field.
- Minimum 15 years of relevant experience in participatory and integrated natural resource planning and management, biodiversity conservation, and planning of protected areas.
- Relevant experience in management and coordination of large-scale projects preferably with focus on biodiversity conservation and protected area management.
- Working knowledge of English.
- Systematic and efficient approach to work assignments, good judgment and analytical ability.
- Ability to draft correspondence and review financial records, ensuring accuracy and consistency.
- Experience in coordinating and leading inter-sectoral processes and teams.
- Computer literacy and ability to effectively use word processing and other office technology equipment.
- Tact, courtesy and ability to establish and maintain effective working relationships with people of different national and cultural backgrounds.
- Knowledge of UN system would be considered an asset.
- Working knowledge of Turkish would be considered an asset.

## **Additional Information**

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

All candidates should adhere to FAO values of Commitment to FAO, Respect for All and Integrity and Transparency.

## **How to apply**

All applications are to be made through FAO's [\*\*iRecruitment\*\*](#) system. Click on the link below to access [\*\*iRecruitment\*\*](#), complete your online profile and apply for this Call for Expression of Interest.

<http://www.fao.org/employment/irecruitment-access/en/>

In order for your application to be properly evaluated, please ensure that all sections of your iRecruitment account are completed. Incomplete applications will not be evaluated.

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