



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

## **CALL FOR EXPRESSIONS OF INTEREST**

### **Project Manager**

Contract duration: 11 months (with the possibility of extension)

Vacancy No. IRC3777

Deadline for Applications: 15 January 2017

Duty station: Amman, Jordan (with frequent travel to the project sites)

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

Jordan has been severely impacted by the Syria crisis, particularly the huge inflow of refugees across the borders. Al Zaatari refugee camp which is located in Zaatari Municipality of Mafraq, Jordan hosts 83,496 Syrian refugees according to UNHCR figures in April 2015 and 85% are living outside of the camps. Of these, 24% are women, 53% are children and many are extremely vulnerable. The Zaatari Municipality population (except the refugees) increased from 11,000 to 22,000 since the start of the Syria crises. This increase in population has placed a critical pressure on the ability of the social, economic, institutional and natural resources systems to cope. Jordanians residing here have been impacted to different degrees. In the communities of Mafraq, the livelihoods, opportunities, and rightful access to quality public services have been detrimentally affected, in particular with regard to the most vulnerable segments of the population.

The surge in population has also put enormous pressure on the infrastructure and municipal services. For example, the daily amount of the solid waste generated in Zaatari municipality has increased in this period, an already strained energy uptake has been outstretched, demand for potable and household use water has rocketed, general unemployment levels have risen just to mention a few. Addressing the Syrian refugee crisis in a place like Zaatari therefore needs to take a holistic and comprehensive approach that addresses also some of Jordan's pre-existing labor market challenges as well as the rights of Syrian refugees to a livelihood that allows them to live in dignity.

Project GCP/JOR/017/EC aims at enhancing the economic growth potential of the local economy of Mafraq Governorate and particularly of Zaatari municipality through an innovative intervention that promotes private sector enterprise development and stimulates decent green-jobs creation in an environmentally sustainable manner. This will be achieved by generating renewable energy through adoption of sustainable "waste to energy" and "waste to compost" labour intensive processes for a triple wins of reduce the greenhouse gas emissions, reduce the costs of solid and liquid waste disposal in Zaatari municipality and Zaatari Refugees camp and generating green job opportunities.

Under the overall supervision of the FAO Representative in Jordan, the technical supervision of the Lead Technical Officer (LTO) of the project and in consultation with the relevant operations and technical officers at FAO Jordan, Regional Office and Headquarters, the Project Manager will provide lead the implementation of project GPC/JOR/017/EC.

The scope of work for the Project Manager (PM) will include, but not be limited to, prepare annual work plan for the project; coordinate project's activities; maintain links with Jordan authorities and the EC; prepare progress reports; organize and facilitate training sessions; provide management expertise; managerial and organizational support to CS and public service providers; liaise with other initiatives for lessons learnt and feedback; establish modes of collaboration and information sharing. The Project Manager will have the authority and responsibility to manage and lead on all the aspects of the project in a timely and cost effective manner. To ensure the implementation of the project is in accordance with best practices and to manage project related risks. In particular he/she will:

- Formulate the TORs for each position foreseen by the project and support in recruiting the project team. Ensure the project team members receive clear instructions, coordinate their effort to achieve the project objectives and supervise their performance. When deemed necessary or required by the nature of the project activities, he/she will recruit professionals for specific technical support to the project.

- Through a transparent process and following the FAO guidelines and procedures, he/she will identify and contract an Engineering Company to: prepare the executive drawing, provide technical support during the selection of the contractors, supervise the construction and certify the quality and functionality of the biogas, solid waste segregation and compost plants.
- Maintain meaningful contacts with the donor. This will also involve to, formulate and present narrative and financial project reports based on donor's requests and according to FAO technical and administrative clearance system with the assistance of the project team, technical staff, administrative and procurement staff and the implementing partners.
- Design, establish and implement a project monitoring framework that will allow activities monitoring and allow for internal and external donor report. The monitoring framework will have to satisfy all information requirements mentioned in the project document.
- Supervise the project implementation in all its components as presented in the project document. Take the lead in the implementation of all project activities, ensuring finance, administrative and procurement procedures of FAO and of the donor are respected.
- Establish meaningful relationships with the National, Local and sector specific Authorities that are involved in the project implementation. He/she will formulate and submit to the FAO Representative for approval and signature, Memorandums of Understanding (MOUs) that regulate the relationships and roles of FAO Jordan and of the Authorities for the achievement of the project objectives.
- Ensure the project is implemented according to the project document and for the achievement of the project objectives. Make sure the project implementation takes place in respect of FAO rules and regulation, in line with the mandate of FAO Jordan and within the FAO Country Programming Framework (CPF) for Jordan.
- Ensure coordination with Government and non-Government actors engaged in similar or related activities. Report project achievement to the coordination body established by the UN and by the Government for the implementation of the Jordan Response Plan. When required participate in sectoral meetings.
- Contribute to the formulation of the trainings modules for the cooperative staff, ensure that the project staff attend technical and administrative trainings, ensure involvement of cooperative personnel throughout the project implementation (from construction of the plants to the management of the same). Contribute to the formulation of a business plan for the cooperative societies.
- Represent the project in public fora and meetings at national and international levels. Formulate a project visibility and communication strategy in accordance to the donor and FAO guidelines.
- Before the project ends ensure an exit strategy is formulated and endorsed by the key stakeholders.
- Perform any other tasks as requested.

<b>Key performance indicators</b>	
<b>Expected Outputs:</b>	<b>Required Completion Date:</b>
1) Development of communication and awareness materials	1) Within three months from the starting date
2) Contribution to the formulation of project's training modules	2) during the first year
3) Project team is in place	3) three months after the starting date
4) Project monitoring system is developed and applied	4) six months after the starting date
5) Engineering company has been identified and recruited	5) six months after the starting date
6) Participation in coordination meetings and fora	6) throughout the project
7) Contribution to the formulation of the business plan of the cooperative society	7) throughout the project
8) Exit strategy formulated and endorsed by stakeholders	8) 18 months after the starting date
9) Project reports (including monitoring reports) to the donor	9) as per FAO and donor requirement

### **Candidates should meet the following requirements:**

#### **Education**

Advanced university degree in political or social sciences, project management, international relations, law, public or business administration, agriculture, veterinary, economics or related field;

#### **Language Proficiency**

- Fluency in English (spoken and written) is necessary.
- Knowledge of Arabic and other UN language would be an asset.

## Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

## Technical/Functional Skills

- The ideal candidate would be a professionally qualified Project Manager and have at least 10 years' experience in Environment, Energy, Agriculture or similar related sector.
- Must demonstrate abundant knowledge and experience in Project cycle management and especially applied M&E
- Crucially, the PM should show experience in implementing projects funded by the EU and especially conversant with the EU administrative and procurement procedures.
- The candidate should be knowledgeable in the area of contract management.
- Previous working experience with UN and/or international organizations will be an asset;
- Strong communication skills, networking and teamwork is required;
- Computer skills in Office Applications including Excel, Word, Outlook, Power Point necessary;
- Must work independently and pay attention to details;
- Must demonstrate good report writing experience ;
- Candidate must have the ability to work harmoniously with people of different national and cultural backgrounds.

## Selection criteria

- At least seven years of experience in complex project management in more than one area or field of work.
- Extent of experience at the international level in field project management with particular emphasis on implementation and reporting
- Extent of knowledge and experience in rural livelihoods issues.
- Demonstrated leadership, managerial, supervisory and inter-personal skills.
- Proven analytical and communication skills.
- Extent of knowledge of the geographical region, including political, cultural aspects and development priorities.

## 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/i-recruitment-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)