



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

CALL FOR EXPRESSIONS OF INTEREST

Team Leader (FAO-GEF)

Contract duration: 6 months (with possibility of extension)
Vacancy No. IRC4074

Deadline for Applications: 8 May 2017
Duty station: Beijing, China

Tasks and responsibilities:

FAO assists governments to develop policies, programmes and projects to address hunger and malnutrition, and provides technical support for the sustainable development of their agricultural, fisheries and forestry sectors. The activities of FAO Country Offices include design and implementation of country-tailored field programmes, liaison with local donor representatives, and active public awareness-raising and outreach activities related to FAO initiatives such as the World Food Day.

The Team Leader is responsible for leading and supervising day-to-day operational activities of the Global Environment Facility (GEF) projects executed by government partners in China. The incumbent will ensure that the project delivers the results specified in the project documents and work plans with the required standard of quality and within the specified constraints of time and resources. The incumbent provides operational guidance to the national project team at the Country Office as well as national and provincial government partners in coordination with FAO staff based in Headquarters and Regional offices. S/he strengthens effective working relationship with Ministries, UN agencies, International Financial Institutions in the country, and other local institutions in accordance with the objective and outcomes of FAO-GEF projects.

The Team Leader reports to the FAO Representative in China. He/she will work closely with National GEF Coordinator and the overall technical guidance from Lead Technical Officers and the FAO-GEF Coordination Unit in the Investment Centre Division (TCI) as well as the corporate guidance from the South-South and Resource Mobilization Division (TCS).

Specifically, the incumbent will:

- Lead and coordinate project activities of seven on-going FAO-GEF projects executed by national and/or provincial government partners (Execution Partners) within agreed timeline and resources;
- Lead and conduct capacity gap/needs and risk assessments, oversee key performance indicators, and provide countermeasures for the smooth project delivery under national execution modality in close collaboration with national project team, Chief Technical Advisors, technical experts and other project task force members assigned for the FAO-GEF project cycle management;
- Supervise, oversee, and monitor day-to-day tasks of project team at the Country Office, and, when necessary, in close coordination with National GEF Coordinator, oversee and troubleshoot issues for the Project Management Offices established under Execution Partner's bodies;
- Oversee and facilitate the preparation of Project Implementation Manuals (PIMs), annual work plans and budgets to be prepared by the Execution Partners, and verify the content of standard project reporting documents prior to internal clearance; ensure the standard quality of FAO-GEF reporting documents and submission deadlines;
- Ensure the technical inputs, soundness and deliverable of projects under the technical backstopping of FAO Technical Officers and National GEF Coordinator;
- Ensure procurement and contract processes using GEF resources in compliance with FAO-GEF rules and guidelines as well as Execution Agreements, and fund transfer to the Execution Partners for timely execution;
- Facilitate and coordinate the formulation and preparation of new project proposals for the GEF or GCF funding including support in conducting fiduciary assessment, addressing cross-cutting issues such as

gender/youth, recruitment and organization of inception/validation workshops to ensure that all operational activities are carried out in line with the work plan and budget by the submission deadline;

- Backstop and facilitate strategic discussions with project counterparts and identification of mutual interest of FAO technical assistance for project formulation;
- Ensure the quality of technical reports and products, submit them to the FAO Technical Officers for review and, when needed, for obtaining clearance;
- Backstop and facilitate review/amendment process of documents related to project operation such as Execution Agreements between FAO and execution partners and Project Implementation Manuals;
- Facilitate and support/participate in the regular FAO's project supervision/oversight mission and Mid-Term Review and Terminal Evaluation of the projects;
- Ensure the outcomes of workshops and Project Steering Committee meetings and monitoring activities;
- Ensure the quality and deadlines of report submission including 6-month Project Progress Reports and GEF annual Project Implementation Review reports (PIR);
- Develop and plan training activities on project management and supervision of FAO-GEF projects in coordination with FAO project team and Execution Partners, facilitate the organization of training sessions;
- Support and participate in recruiting process of project personnel including drafting of Terms of References of consultancies for the design and implementation of GEF projects;
- Build and promote effective project teams for environment-fund project portfolio in China;
- Support the FAO Representative in strengthening effective working relationships with national, regional and international partners, including appropriate liaison and synergies with GEF/GCF Operational Focal Point, Ministry of Agriculture, UN agencies, International Financial Institutions in the country, and other local institutions;
- Represent, when requested by the FAO Representative, the FAO-GEF project at meetings and workshops, including inception and validation meetings, Project Steering Committee meetings, consultation meetings with project stakeholders;
- Perform other duties as required.

Key performance indicators	
Expected Outputs:	Required Completion Date:
<ul style="list-style-type: none"> • Leadership and guidance for the national project team based at the Country Office and national and/or provincial Execution Partners; • The GEF projects' results delivered and showcased in accordance with the required standard of quality. 	<p>On a regular basis</p> <p>By the end of the assignment</p>

Candidates should meet the following requirements:

Minimum Requirements

- Advanced university degree in Development Studies, Business Administration, Social science, Environmental Sciences, Agricultural Science or other fields related to project management and natural resource management;
- Seven years of relevant experience in project management and team leading of international technical cooperation projects in relation to environment, agriculture, livestock, forestry and/or fisheries;
- Working knowledge of English.

Competencies

- Results Focus
- Teamwork
- Communication
- Building effective relationships
- Knowledge sharing and continuous Improvement

Technical/Functional Skills

- Extent and relevance of experience in leading and building project teams to set and achieve clear goals;

- Extent and relevance of experience in planning, managing, implementing and monitoring projects that are consistent with agreed work plans and key performance indicators;
- Excellent interpersonal and cross-cultural communication skills;
- Strong partnership building and networking skills involving multiple types of partners and stakeholders;
- Ability to identify issues, analyse and participate in the resolution of issues/problems;
- Extent and relevance of experience in provision of supervision, advice and mentoring to project team and project partners in the international technical cooperation;
- Experience with FAO or other UN agencies' systems and administration procedures for technical cooperation activities is desirable;
- Working experience in technical cooperation in China would be an asset;
- Knowledge of Chinese would be 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