



Issued on: 13 June 2017

Deadline For Application: 23 June 2017

JOB TITLE: Programme Officer - Consultant

TYPE OF CONTRACT: Consultant

DUTY STATION: Dhaka, Bangladesh

ORGANIZATIONAL UNIT: FAO REPRESENTATION IN BANGLADESH

DURATION: 11 months (with possibility of extension)

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

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.

Organizational Setting

FAO in Bangladesh has been implementing activities in close cooperation with the Government of Bangladesh since its establishment in 1978. According to the FAO Country Programming Framework (2014-2018) for Bangladesh, five areas are identified as development priorities; (1) reduce poverty and enhance food security and nutrition; (2) Enhance agricultural productivity through diversification/intensification, sustainable management of natural resources, use of quality inputs and mechanization; (3) Improve market linkages, value addition, and quality and safety of the food system; (4) further improve technology generation and adaptation through better producer extension-research linkages and (5) increase resilience of communities to withstand 'shocks' such as natural disasters, health threats and other risks to livelihood.

Since 2012, FAO has delivered \$100 million in technical assistance in the fields of development, investment, humanitarian action and resilience support in Bangladesh. Resources mobilized include international development partners, Unilateral Trust Funds with the Government of Bangladesh and FAO's core and technical resources. Today, FAO operates twelve offices in Bangladesh, including 8 project offices based in Government institutions. FAO in Bangladesh also collaborates closely with a range of partners, including the valued trio of the Rome-based Agencies (FAO, WFP and IFAD), research institutions, International Financial Institutions, Non-Governmental Organizations, media and the UN family.

The Programme Officer will work with the FAO Bangladesh Programme Unit and will in particular support in programme development activities and monitoring of ongoing projects. He/she will work under the overall supervision of the FAO Representative in Bangladesh and under the direct supervision of the Deputy FAO Representative.

Reporting Lines

The Programme Officer reports to the FAO Representative in Bangladesh.

Technical Focus

Programme development, project management and monitoring, Project cycle management, donor liaison and alignment of project actions to PCM guidelines.

Tasks and responsibilities

Under the overall supervision of the FAO Representative and under the direct supervision of the Deputy FAO Representative and in close liaison with project teams and implementing partners, the Programme Officer will support in programme development and monitoring. In particular, the incumbent will perform the following tasks:

- In close liaison with the Operations Team, manage assigned project teams, including field visits, over different stages of the project life cycle, and ensure smooth implementation;
- In particular, provide managerial support to FAO project on "Achieving resilience in food security and nutrition in remote areas of the Chittagong Hill Tracts" (OSRO/BGD/601/EC). This will include final monitoring and project closure (e.g. narrative and financial reports, etc.);
- Provide technical guidance and supervision the project team based in the Chittagong Hill Tracts (CHT);
- Provide overall supervision of all aspects of project running, implementation, monitoring and reporting, in close liaison with the Operations Team and Procurement unit as well as with external partners;
- Ensure collection and finalization of analysis of field level to inform project reporting (narrative final reporting);
- Provide managerial support to the FMM/GLO/117/MUL "Urban food systems in Nairobi, Dhaka and Lima" including providing technical support to the project team and organizing missions for selected international experts;
- Ensure proper management of the work plans and monitoring of budget to ensure continuous consistency with agreed outcomes and outputs;
- Support overall programme development efforts and in particular, assist the FAOR/ DFAOR in drafting and formulating projects and programmes, work plans, and logical framework for submission to donors for funding mobilization;
- Support the implementation of M&E activities and the preparation of Performance Reports of different projects, based on evaluation of different dynamics of the projects' functions, analysis of progress and recommendations on the way-forward;
- Perform other related duties when required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- University degree in business administration or public administration, social science, political science or a related field;
- A minimum of five years of relevant experience in project or programme management, administration or related area;
- Previous experience in field programme knowledge of FAO system;
- Excellent knowledge of English, including writing/reporting skills.
- A post-graduate qualification in a relevant field would be advantageous
- Working knowledge of English and limited knowledge of one of the other official languages of FAO (Arabic, Chinese, French, Russian, Spanish)
- Competency with common software (Word, Power-Point, Excel and Outlook)

FAO Core 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 based position is desirable
- Experience in programme/project formulation, analysis, planning and implementation is essential;
- Good knowledge of planning and budgetary processes;
- Professional experience in the field of food systems, food security, and food safety is particularly advantageous.
- Familiarity with FAO/UN Project Cycle Management preferred

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

ADDITIONAL INFORMATION

- The initial one month will be a probationary period, the basis of which will be used to determine extension, if warranted by the work.
- All applications will be reviewed and qualified applicants will be contacted for interviews.
- FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.
- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- Incomplete applications will not be considered. If you need help, or have queries, please contact: iRecruitment@fao.org
- Applications received after the closing date will not be accepted.
- Only language proficiency certificates from UN accredited external providers and/or FAO language official examinations (LPE, ILE, LRT) will be accepted as proof of the level of knowledge of languages indicated in the online applications.
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>

HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/iemployment-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

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