



Issued on: 20 JUNE 2017

Deadline For Application: 3 JULY 2017

JOB TITLE: PROJECT MANAGER, FAYOUM

TYPE OF CONTRACT: Consultant / PSA

DUTY STATION: Cairo, Egypt

ORGANIZATIONAL UNIT: FNEGY

DURATION: 12 Months (renewable)

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.

Background

The Egypt Office of the Food and Agriculture Organisation of the United Nations (FAO) has been awarded a grant by the EU Joint Rural Development Programme for implementing “**Good Agricultural Practices (GAPs) for sustainable improvement of quality and quantity of horticultural production of small-scale farmers in Fayoum**”. The location of the action is in the villages of Fanoos, Dar Al Salam, and Minshat Al Gamal in Tamia District and villages of Kasr Al Gebaly and Qaroon Waly in Yousef El-Sedik District, Fayoum Governorate, Arab Republic of Egypt.

The Overall Objective of the proposed action is to improve the living condition of small-scale horticulture farmers in the five target villages and to increase the quality, quantity, and the competitiveness of their production through the adoption of Good Agricultural Practices (GAPs) with emphasis on reducing the use of pesticides while maintaining high crop productivity.

The Lead Applicant of the grant beneficiary is FAO who will be assisted by three Co-Applicants, namely:

- i) The Union of Producers and Exporters of Horticultural Crops (UPEHC);
- ii) Fayoum Agro Organic & Development Association (FAODA)
- iii) Fayoum University, Faculty of Agriculture (FUFOA)

Organizational Setting

The post is based in the FAO Representation in Egypt located in Cairo with frequent trips to Fayoum Governorate.

Reporting Lines

The Project Manager (PM) will be under the direct supervision of the FAO Representative in Egypt and working closely with the programme coordinator in collaboration with project staff and all stakeholders involved in the project activities.

Technical Focus

Project management and administration; financial reporting; implementation of activities focusing on GAPs.

Tasks and responsibilities

The selected candidate will undertake the following duties and responsibilities:

- The PM will familiarize himself / herself with all relevant project documentation including: The Grant Contract Special Conditions; Project Proposal and Logical Framework Matrix (Annex I) and Budget for the Action (Annex III); the General Conditions 1 (Annex II); Procurement Rules (Annex IV) the PRAG² rules, the EU Communication and Visibility Manual and the Letters of Agreement between FAO and the three Co-Applicants;
- The PM will familiarize himself / herself with and maintain regular contact with key project stakeholders including FAO project management, representatives of the other Co-Applicants (UPEHC, FAODA and Fayoum University Faculty of Agriculture); the EU-JRDP PMU; Ministry of Agriculture officials in Fayoum Governorate; representatives of other donor agencies and EU-JRDP grant beneficiaries.
- Assist in the preparation and conducting of the project inception workshop and all other awareness activities to be undertaken in Fayoum Governorate.
- Supervise the timely and cost-effective implementation of the project activities as described in the Project Proposal and Budget for the Action and as allocated between the project partners in accordance with their respective Letters of Agreement.
- The PM will make frequent visits to Fayoum Governorate to supervise the implementation of project activities and for the collection of information and data required for his/her preparation of contractual interim and final narrative and financial progress reports and forecasts.
- Ensure that the three partner Co-Applicants adequately plan and report on their implementation status and that they mobilize and deliver the inputs in accordance with their respective Letters of Agreement;
- Monitor and update the implementation/action plans for the project with clear milestones, deliverables and outputs including the procurement and recruitment plans;
- Prepare and regularly update the detailed procurement plan and arrange for timely purchase and arrival of equipment in line with the agreed upon work plans and budget for the action;

¹ General Conditions applicable to European Union-financed grant contracts for External Actions

² Practical Guide to Contract Procedures for EU External Actions

- Assist in the identification, selection and recruitment of technical experts and in raising contracts and agreements as necessary with the project partners, including preparation of TOR for short-term inputs;
- Ensure that all expenditure strictly adheres to the project's Budget for the Action and that it is properly recorded, documented, and accounted for in accordance with EU rules and regulations.
- Ensure that all printed materials (leaflets, brochures, folders, training materials, signs, etc.) are produced in accordance with the guidelines contained in the EU Communication and Visibility Manual.
- Oversee the coordination and collation of materials for the preparation of easy to follow GAP Guidelines and Factsheets.
- Responsible for production of the six-monthly narrative and financial progress reports according to EU guidelines.
- Perform any other duties as may be required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- University degree (or equivalent) in topics related to economics, agriculture, or other social sciences; an advanced degree would be an asset;
- 10 years of relevant experience in the implementation of agricultural and rural development projects. Previous experience in EU funded programmes would be an asset;
- Fluent in Arabic with excellent written and oral English.
- Good report writing skills;
- Fully computer literate;

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
- Extent and relevance of experience in agricultural and rural development
- Extent and relevance of experience in the implementation of Good Agricultural Practices for horticultural crops.
- Familiarity with community based organisations including; Agricultural Cooperatives; NGOs and farmers' associations.
- Working with agricultural related governmental departments and entities

Selection Criteria

- Based on above minimum requirements, competencies, and skills.

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

ADDITIONAL INFORMATION

- All applications will be reviewed and qualified applicants will be contacted for interviews.
- 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.
- 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/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

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