



Issued on: 20 JUNE 2017

Deadline For Application: 3 JULY 2017

JOB TITLE: PROJECT MANAGER, MATROUH

TYPE OF CONTRACT: Consultant / PSA

DUTY STATION: Marsa Matrouh / 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 for implementing the project, “**Water harvesting and Good Agriculture Practices (GAPs) for Improved Livelihood and Increased and Sustained Production in Matrouh Rain-fed Agricultural Areas**”. The target of the action will be 11 communities within the districts of West Matrouh and Nagila in Matrouh Governorate, Arab Republic of Egypt.

The Overall Objectives of the proposed action are to increase the sustainability and production of rain-fed agriculture in the rural areas of northern Matrouh and to improve the livelihood of the rural poor in the area. The Specific Objective is to scale up water harvesting and crop-related GAPs in rain-fed areas in Northern Matrouh.

The project also includes a component for improvement of livestock production and the status of household nutrition through livestock management demonstrations and training and the establishment of homestead gardens.

Organizational Setting

The post is based in Marsa Matrouh with periodic trips to the FAO Representation in Cairo, Egypt.

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 water harvesting and 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 Conditions¹ (Annex II); Procurement Rules (Annex IV) the PRAG² rules, the EU Communication and Visibility Manual and the MoU between FAO and the Desert Research Center (DRC);
- The PM will familiarise himself / herself with and maintain regular contact with key project stakeholders including FAO management and technical staff, representatives of the DRC; the EU-JRDP PMU; Ministry of Agriculture officials in Matrouh 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 Matrouh Governorate.
- Supervise the timely and cost-effective implementation of the project activities as described in the Project Proposal and Budget for the Action.
- The PM will supervise and follow-up the implementation of project activities and for the collection of information and data required for his/her preparation of the contractual interim and final narrative and financial progress reports and forecasts.
- 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;
- Assist in the identification, selection and recruitment of technical experts and in raising contracts and agreements as necessary, 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.

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

² Practical Guide to Contract Procedures for EU External Actions

- Oversee the coordination and collation of materials for the preparation and distribution of project publications and reports.
- 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 particularly in rain-fed and dry land areas.
- Extent and relevance of experience in the implementation of Good Agricultural Practices.
- 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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