



Issued on: 4 July 2017

Deadline For Application: 23 July 2017

JOB TITLE: Programme Officer

TYPE OF CONTRACT: Consultant

DUTY STATION: Kilinochchi, Sri Lanka

ORGANIZATIONAL UNIT: FASRL

DURATION: 5 months (renewable for the duration of the Project)

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

The Agro-economic Development project focuses on long-term sustainable and equitable agricultural livelihood development with a market-based approach. The project contributes towards the realization of a. improved crop production, through better water use efficiency, b. improved dairy productivity through better management and c. building a market oriented production system through strengthened agriculture / livestock extension system.

Reporting Lines

Programme Officer shall be responsible for implementation of project activities under the general supervision of the FAO Representative and Assistant FAO Representative (Programme) and direct supervision of the Project Manager and in close cooperation with the FAO / UNDP project staffs and implementing state agencies.

Technical Focus

Programme officer should work with the objective of assuring efficient, smooth and timely implementation of the project and the timely achievement of the project outputs as per FAO Sri Lanka and donor requirements

Tasks and responsibilities

The Programme Officer will carry out the following duties in relation to project activities:

- Provide supervisory, management and operational support to field activities of the project;
- Assist the stakeholders and consultants to identify the geographical areas of priority and validate the beneficiary groups and institutions and assist in finalizing inputs to beneficiary groups. In consultation with the government stakeholders, identify and validate the community based groups and civil society organizations for implementation of activities;
- Provide assistance to the Project Manager, including coordination support related to activities with government and other stakeholders;
- Assist the technical consultants in developing and implementing work plan to include all aspects of project activities;
- Manage all the trainings and capacity building events related to the project and support in the identification of the participants for the trainings and seminars;
- Provide support to the Project Manager to select service providers and implementing partners and draft agreements/ contracts and support in the preparation and completion of workshops and trainings in consultation with government stakeholders and consultants;
- Assist in developing programmatic and financial documentation to government stakeholders and relevant parties;
- Provide support to the Project Manager to organize the national workshops in relation to the project;
- Prepare project related technical briefs, manuals, case studies and best practices;
- Provide support to the Project Manager to establish a coherent system of information covering each activity of the project , including the project Key Performance Indicators (KPI);
- Provide support to identify synergies/ gaps related to similar initiatives by the development partners and government stakeholders, in coordination with the technical consultants;
- Assist the Project Manager in the preparation of the reports (monthly & final) and respond to the queries related to project activities;
- Provide support for ensuring the proper implementation of the monitoring framework, carry out data collection and surveys, backstop monitoring and evaluation of field activities and
- Perform any other duties, as directed by the Project Manager.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- University Degree in Agriculture or related field.
- Minimum of five years progressively responsible working experience related to agriculture and /or rural development.
- Proficient in English, spoken and written, in addition to Sinhala and/ or Tamil.

FAO Core Competencies

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

Technical/Functional Skills

- Ability to Supervise, manage and support to field activities of the project.
- Providing coordination support with stake holders and other community based organizations.
- Ability to manage trainings and capacity building programme of the project.
- Assist project manager to prepare technical reports, agreements and selection of service providers for the project.
- Relevant experience/ exposure, skills and knowledge in results-based approach/management.
- Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships/partnerships, both within and outside the organization.
- Ability to mobilize resources.

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 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/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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