



Issued on: 14 August 2017

Deadline For Application: 4 September 2017

JOB TITLE: Senior Consultant – Programme and Operations Specialist

TYPE OF CONTRACT: International Consultant

DUTY STATION: Barbados

ORGANIZATIONAL UNIT: SUB REGIONAL OFFICE FOR THE CARIBBEAN

DURATION: 11 months

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's Sub Regional Office for The Caribbean is responsible for developing, promoting, overseeing and implementing agreed strategies for addressing sub regional food, agriculture and rural development priorities. It develops and maintains relations with subregion-wide institutions including Regional Economic Integration Organizations (REIOs). **It assists the FAO Representations (FAORs) in the subregion with addressing subregional food security, agriculture and rural development issues at country level.** The Subregional Office is a subsidiary of FAO's Regional Office for Latin America and the Caribbean.

The consultancy will be carried out in the Sub Regional Office for the Caribbean in Barbados.

Reporting Lines

The consultant will report to the Sub-Regional Coordinator and FAO Representative in Barbados.

Technical Focus

Programme development, coordination and operational management based on the FAO Strategic framework and corporate policies, rules and regulations as well as on the knowledge of the local conditions, culture, language and institutions of the subregion.

Tasks and responsibilities

Under the direct supervision of the Sub-Regional Coordinator on his/her role of FAO Representative (FAOR), and in close coordination with the multidisciplinary technical team and SLC administration, the Consultant will be in charge for the programme coordination and operational support of the Subregional Office activities. He/she will work in close collaboration with SLC multidisciplinary technical team, the National Programme Officer (NPO) and Filed Programme Support and Monitoring Officer, as well as other concerned FAO technical officers in the Regional Office in Santiago, ensuring the implementation of subregional programme and projects, in line with the FAO Framework through the Strategic Objectives and Regional Initiatives. Specifically, the consultant will perform the following duties:

- Coordinate the identification, formulation and preparation of programme and project proposals, activating the contributions from technical officers;
- Oversee progress against Subregion/Countries target setting and Cooperation Frameworks (CPFs) and prepare Quarterly progress reports against target setting and CPF
- Monitor and review the status of project implementation under the Subregional Representation; these include TCP-funded projects and Facilities and Trust Fund projects;
- Support the Budget Holder in the management of all projects falling under the responsibility of the Sub-Regional Coordinator; specifically in the following matters:
 - a. Ensure that project activities are implemented in support of an approved, results-based work plan; ensure close monitoring of work plan implementation, convene the project Task Force as required and ensure that corrective measures are taken timely for project smooth implementation and update on a monthly basis of the results-based projects work plans
 - b. Provide operational guidance and support to technical units and project personnel, identifying and managing risks in consultation with the relevant expert units;
 - c. Follow up and analyze FPMIS on a weekly basis to avoid critical situations with projects identifying operational, administrative and financial actions needed in advance. Follow up and analyze in FPMIS projects progress for the whole SCC and country portfolio on a bimonthly basis

- d. Oversee operational clearance;
 - e. Oversees accurate recording of all relevant data for operational, financial and results-based monitoring;
 - f. Guarantee that relevant progress reports against work-plans (including expenditures and forecasts), narrative and financial reports are prepared in a timely manner, in line with project document and framework agreements, in accordance with defined procedures and reporting formats, schedules and communication channels, as required;
 - g. Identify major issues negatively affecting the field program in the eight countries under the FAO Subregional Office in Barbados and ensure that appropriate action is taken.
 - h. Ensure reporting of projects under SLC BH responsibility as per reporting schedule
- Assists the FAOR/SRC and NPO in liaising and cooperating with Government authorities and with local, national and international institutions in the areas of FAO's activities in the countries under the SLC Subregional Office, also participating in related meetings and other consultations and prepares Quarterly reports on partnerships in the Caribbean
 - Assists the FAOR/SRC in liaising with the other UN Agencies with respect to the preparation and implementation of the Multicountry Sustainable Development Framework (MSDF) and joint UN projects and to participating in UN Theme Groups, the UN Disaster Donor Group, UN Sub-Regional Team Retreats and UN Heads of Agency meetings;
 - Participates in all resource mobilization initiatives of the Sub-Regional Office the Caribbean and its analysis on a Quarterly basis;
 - Performs any other duties required to ensure smooth operational management of the Field Program and support programme development in the Caribbean.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in food security, economics, agriculture, agricultural economics, business administration or other field related to the work of the Organization;
- At least 7 years of relevant experience in result-based programme/project appraisal, planning, implementation and monitoring;
- Working knowledge of English and limited knowledge of Spanish or French
- Knowledge of and previous work in the subregion is an asset.

Competencies

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

Technical/Functional Skills

- Demonstrated understanding of the purpose and functions of the technical programme, operational guidelines and project/programme management procedures, preferably those adopted by the United Nations or FAO
- Extent and relevance of experience in the field of policy analysis relating to food and nutrition security, agriculture and rural development
- Extent and relevance of experience in the identification, formulation and preparation of programme and project proposals as well as programme/project implementation, monitoring and review.

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.
 - 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/>
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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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