



Food and Agriculture Organization of the United Nations

CALL FOR EXPRESSIONS OF INTEREST - VACANCY ANNOUNCEMENT N°: IRC4521

Issued on: 18 AUGUST 2017

Deadline For Application: 31 August 2017

JOB TITLE: Deputy Project Coordinator

TYPE OF CONTRACT: NPP

DUTY STATION: Peshawar

ORGANIZATIONAL UNIT: FAPAK

DURATION: 12 Months (extendable)

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

**Qualified female applicants are encouraged to apply.
Persons with disabilities are equally encouraged to apply.
All applications will be treated with the strictest confidence.**

Organizational Setting

This position is located in FAO Project Office Peshawar, Pakistan. The main aim of the FAO country offices, which are headed by an FAO Representative, is to assist governments to develop policies, programmes and projects to achieve food security and to reduce hunger and malnutrition, to help develop the agricultural, fisheries and forestry sectors and to use their environmental and natural resources in a sustainable manner.

Reporting Lines

Under overall supervision of the FAO Representative in Pakistan (FAOR), and under direct supervision of the Project Coordinator and Assistant FAOR (Program); the Deputy Project Coordinator will be responsible for the below mentioned tasks and responsibilities.

Technical Focus

- The Deputy Project Coordinator will perform FATA programme Management and supervision of team.
- Liaison with relevant stakeholders for smooth implementation of programme.
- Prepare detailed implementation plan (project work plan, procurement plan).
- Monitor field activities and prepare project reports for the donor.

Tasks and responsibilities

- Support the project coordinator in leading, managing, administering and overseeing the implementation of FAO FATA Programme and ensure that organization procedures are adhered to;
- Represent FAO at different forums and collaborate with the relevant FATA Government authorities. Ensure participation in higher level coordination system, Project Steering Committee as required;
- Prepare detail project annual work plans in line with the budget and in collaboration with stakeholders, and make necessary arrangements of their successful implementation in a timely manner;
- Review progress made towards the work plan proposed as well as the stated objectives and results on quarterly basis;
- Ensure the preparation of quality reports in line with the rules and regulations of the Donor;
- Guide and assist in developing and strengthening the capacity of local institutions and organisations and communities, to be carried out in consultation with the relevant government departments, local authorities and non- governmental partners;
- Monitor the project budget and prepare yearly expenditure plans and reports and inform the FAO Representation in Islamabad in a timely fashion;
- Act as Project Coordinator as required;
- Perform any other functions as directed.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advances University degree in Agriculture, Agricultural Economics, Horticulture, Livestock or Marketing of Agricultural produce.
- A minimum of 10 – 15 years of work experience in the field of agricultural development and marketing issues with a focus on business approaches and profitability
- Working knowledge of the English
- Ability to work in multi-disciplinary and multi-cultural teams is essential.

FAO Core Competencies

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

Technical/Functional Skills

- Experience in the development of value chains in high value crops/livestock and farmers group marketing organizations;
- Willingness to undertake regular field visits in remote and difficult environments and interact with different stakeholders, especially primary stakeholders;
- Experience in similar settings would be considered a distinct asset
- Understanding of the purpose and functions of technical programmes, operational guidelines and programme/project management procedures, preferably those adopted by the United Nations or FAO would be considered an added asset
- Good knowledge of common administrative and financial rules and regulations
- Good knowledge of communication and documentation standards

Selection Criteria

Candidates will be assessed against the requirements listed above.

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/>

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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