



Issued on: 22 September 2017

Deadline For Application: 6 October 2017

JOB TITLE: Reporting Consultant

TYPE OF CONTRACT: International Consultant

DUTY STATION: Juba, South Sudan

ORGANIZATIONAL UNIT: FRSSD

DURATION: 11 Months (renewable with 3 months probationary period)

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

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**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.**

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### Organizational Setting

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.

The FAO Representation in South Sudan is organized around three main units: Programme, Operations and Administration. The current portfolio of projects in South Sudan includes activities related to Agriculture, Livestock, Fisheries, Natural Resource Management, and is implemented with humanitarian, transitional and development funding. The incumbent will contribute to the country's programme and portfolio as foreseen in the project.

### Reporting Lines

The Reporting Officer will work under the overall supervision of the FAOR South Sudan and the direct supervision of the Deputy FAOR. He/She will provide reporting and information management support to the office, performing the following tasks: Coordination. Specifically, the incumbent will:

### Tasks and responsibilities

- Compile, write, edit and review progress, interim and final reports using Project Documents, Agreements (background information) and the above-mentioned progress reports from the field, liaising with project staff as appropriate. During this process, the Reporting Officer will adhere to FAO's Reporting and Editorial Guidelines and templates to ensure consistency and correct use of language.
- Consolidate information provided by technical and operational staff for the preparation of draft progress and final reports. The reports should include photographs, maps and other information as appropriate.
- Assist in coordinating the gathering of programme/project data at the field level (implementing partners [IP] and FAO staff).
- Supervise national Reporting Officers and support their day to day tasks.
- In collaboration with the FAO team in South Sudan, provide IPs with the most appropriate format for interim/progress and final reports, train them on its use, and ensure that reports are prepared according to prescribed formats.
- Take appropriate measures to dispatch progress and final reports to appropriate stakeholders in a timely manner, and act as reporting focal point, liaising with donors and partners as necessary.
- Collaborate with the Head of Office, project staff, IPs and headquarters (Technical Divisions, TCE/TCSR) to finalize report contents for final submission to TCE Reporting Unit, ensuring at all steps the timely clearance and the editorial quality of the reports.
- Set up/manage an information system to monitor reports (e.g. using Excel).
- Assist in the drafting and reviewing/editing of project-related documents.
- Contribute to enhancing and promoting FAO and donor visibility related to specific donor-funded projects, as well as general visibility initiatives on FAO programmes (bulletins, newsletters, posters, etc).
- Assist the Communication Officer in preparing the bi-weekly Operational Update.
- Perform other related duties, as required

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### CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

#### Minimum Requirements

- Advanced University Degree in Social Sciences, International Development or other field related to the FAO mandate.
- At least 1 year of relevant experience in reporting, programme/project implementation, copy-editing or similar.
- Working knowledge of English and limited knowledge Arabic, Chinese, French, Russian or Spanish.

## FAO Core Competencies

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

## Technical/Functional Skills

- Demonstrated work experience in sustainable agriculture and livelihoods resilience programming;
- Relevant work experience in complex environment and protracted crises.
- Excellent writing and editorial skills with good attention to detail.
- Good interpersonal, communication and facilitation skills.
- Ability to use own initiative, multi-task and excellent organizational skills.
- Good knowledge of UN system, procedures and operational activities is an advantage.

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

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## ADDITIONAL INFORMATION

- 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](mailto: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](mailto:iRecruitment@fao.org)

**FAO IS A NON-SMOKING ENVIRONMENT**