



Issued on: 5 OCTOBER 2017

Deadline For Application: 23 OCTOBER 2017

JOB TITLE: Project Officer - Natural Disaster Consortium (NDC)

TYPE OF CONTRACT: NPP

DUTY STATION: Islamabad with extensive travel to project target areas - Chitral (KP), Badin and Tharparkar (Sindh)

ORGANIZATIONAL UNIT: FAPAK

DURATION: 12 Months

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

Qualified female applicants countries 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 Representation to Pakistan, based in Islamabad. 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 the overall supervision of the FAO Representative; and direct supervision of Assistant FAO Representative-Programme (AFAOR) in Pakistan, to assist Program Officer- Resilience for the achievement of overall results set out under the Natural Disaster Consortium programme for preparedness, response and recovery.

Main Purpose

The Project Officer performs a wide range of routine functions in support of the delivery of the organizational unit's projects. He/she will also interact with a wide variety of colleagues within the work unit and with immediate clients within the Organization, providing technical services.

Tasks and responsibilities

- Preparation of contingency plan, pre-positioning of Agriculture related inputs;
- Design and implementation of need and damage assessments;
- Consolidate information related to Food Security & Livelihoods (FSL) from assessments and prioritize emergency and early recovery needs mainstreaming gender, protection and DRR;
- Contribute to the development of concept notes, project documents, project briefs and different reports;
- Make sure that all program activities and documentations are in-line with the program's commitment with donors;
- Coordinate with partners for the joint planning, implementation, monitoring and reporting of the Food security and Livelihood (FSL) component of programme;
- Collaborate with FAO technical experts (agriculture, livestock, irrigation, Training and NRM) and provide backstopping support to the consortium partners in FSL Programme design, activity planning and implementation;
- Assist in identification of areas for building synergies with other program pillars (shelter, WASH)
- Coordinate with Reporting officer / communication specialist to prepare and timely submission of periodic progress reports, success stories/case studies;
- Develop work plans, budgets and forecasts related to FSL programme activities;
- Capacity development of consortium and downstream partners in FSL related programming and implementation;
- Travel to the project areas for hands on assistance and monitoring of the service providers
- Facilitate monitoring visits of the donor to the field and evaluate on-going interventions and activities in close collaboration with the M&E Unit;

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Education: Advance University degree in Economics, Social Sciences, Agriculture, Rural Development, Business or public administration, management and or related discipline

Experience: Minimum ten years of relevant experience out of which minimum three years' experience in coordination and implementing of humanitarian relief and or development project preferably in one or more of the following areas; agriculture, community development, food security and community based disaster risk management]

Language: Working knowledge of English.

IT Skills: Good knowledge of the MS Office applications, Internet and office technology equipment

Competencies

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

Technical Skills

- Good knowledge of corporate information systems
- Good knowledge of common administrative and financial rules and regulations
- Good knowledge of communication and documentation standards

FAO Core Competencies

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

Functional Skills

- Knowledge of United Nations and International Organizations' administrative policies and procedures.
- 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

- 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