



Issued on: 19 October 2017

Deadline For Application: 9 November 2017

JOB TITLE: Regional Project Coordinator

TYPE OF CONTRACT: Consultant

DUTY STATION: Almaty, Kazakhstan (possibility of few months locating in Ankara)

ORGANIZATIONAL UNIT: FAOSEC

DURATION: November 2017-October 2018 with possibility of extension

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 post is located in CACILM2 secretariat office, duty station Almaty, with possibility of having to work for few months from FAO Office for Central Asia and East Europe (SEC) in Ankara, with travel to the project countries on an as needed basis

Reporting Lines: Regional Project Coordinator will be working under the overall supervision of the FAO Sub-regional Coordinator for Central Asia, technical supervision of the Lead Technical Officer and in close cooperation with the National Project Coordinators (NPC), national authorities, and international experts, national and local consultants.

Technical Focus

Project coordination, management and implementation, which includes strategic and technical work on various fields including natural resource management, sustainable land management, integrate water resources management, and climate change and resilience.

Tasks and responsibilities

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1. Supporting implementation of the regional activities within the component 1 and other components of the project
2. Management of the CACILM2 regional project management unit
3. Coordination and management of the national project offices
4. Liaison and development of partnership with national government, international organizations, regional/national projects and initiatives

Specific tasks of the project – Regional level:

- 1.1. Be responsible for planning and organization of regular planning and communication events, starting with inception mission and inception workshop;
- 1.2. Identify, plan and design regional project activities, be responsible for preparation of the Annual Work Plan and Budget (AWP/B), including inputs from National Field Officers;
- 1.3. Be responsible for preparation of progress reports and all monitoring reports at the regional level, including based on the national, expert reports and other inputs;
- 1.4. Be responsible for implementation of project activities by Regional Management Office, including project management duties such as short-term planning, procurement, and other;
- 1.5. Develop and implement short and long-term plans for HR needs for the project at the regional level to ensure timely operations;
- 1.6. Perform HR management duties, including coordination of the preparation of terms of references for regional office staff and international consultants, contribution to the selection processes both at the regional and national levels and other relevant HR duties;
- 1.7. With the support of SEC office and LTOs, ensure the timely implementation of ToRs by providing the relevant support and coordination of the work at the regional and national level;

- 1.8. With support of the FAOSEC office, create participatory monitoring and evaluation system and monitor project progress, perform planned and ad-hoc monitoring missions, prepare monitoring reports with recommendations for adaptive management to assure quality of project activities and project outputs;
- 1.9. With the support of FAOSEC administration officer and under Budget holder's supervision, develop and coordinate financial and procurement processes of the project, provide assistance in development plans and budgets at the national and regional levels, contribute to expenditure planning and monitoring, take part in capacity building of the national staff in delivery sound financial and procurement policy in accordance with FAO rules and regulations;
- 1.10. Be responsible for the development of the project's regional communication strategy and support of national strategy coordination, oversee preparation and implementation of project's communication and knowledge management frameworks, contribute to the development of visibility and other communication materials at the regional level;
- 1.11. Ensure the adequate level of the awareness and technical and political support to project activities by providing the relevant visibility at the important national and regional events;
- 1.12. Contribute to the development, introduction and support of the reporting mechanism within the CACILM2 framework;
- 1.13. Contributing where necessary to capacity building of Regional office personnel in order to ensure successful implementation of the project activities.

National level:

- 2.1 Assist country officers in identification, planning and designing country's project activities, organise regular meetings with country offices to coordinate and synchronize activities at country and regional level; review and preliminary approve national working plans and budgets before sending it for approval to FPU/Budget holder;
- 2.2 Jointly with FAOSEC and national teams, design and organize the reporting system at the national level in accordance with FAO/GEF requirements, organize regular meetings with country offices to provide the proper review and adaptation, including field visits;
- 2.3 With the support of FAO officers, provide all requested technical and administrative support and supervision for the implementation of the national working plans; perform field visits to project areas (sites) to work with the national coordinator and national staff on development of project interventions in alignment with the common project strategy;
- 2.4. Support national teams with HR management of national officers, including support the development, implementation and monitoring of short and long-term plans for HR needs for the project at the national level, coordinate and contribute to the preparation of terms of references for regional office, international consultants, participate in interviews and other selection processes as requested and other, ensure the timely implementation of selected ToR, including monitoring of delivery and evaluation of the personnel and consultants, and other duties
- 2.5. Oversee creation and implementation of participatory monitoring and evaluation system for the Project's work and monitor project progress, assist national field officers in providing regular revision of project results, development and supervision of adaptation strategy for the project to the specific country's content
- 2.6. Be responsible for project's regional communication strategy, supervise preparation and implementation of project communication and knowledge management frameworks at the national level;
- 2.7. Where necessary, jointly with FAOSEC and LTOs contribute to the development of the capacity of national staff to ensure the timely and successful project implementation;
- 2.8. When necessary, provide the support to national project implementation by liaising with national project coordinator, national and international partners in the country
- 2.9. Contribute to the development of and running reporting mechanism for CACILM National Secretariat, assist project national staff and CACILM bodies in synchronizing efforts in promoting SLM practices.

Technical support:

- 3.1. Under supervision from LTOs and with the direct contribution of the international specialists, develop and promote proposals for knowledge management and practice sharing mechanisms to ensure the adoption of best SLM and NRM practices at the national level, including applicability check, communication, user's access to the information and the knowledge, for further review and adoption by CACILM Board;
- 3.2. With the support of the project specialists and partners, develop and introduce the mechanism for regional coordination of SLM and NRM efforts among various partners and stakeholders in order to institutionalize the CACILM mechanism in Central Asia and Turkey and present for review and approval at CACILM Board and other regional governance bodies (ICSD and other);

- 3.3. Jointly with national staff and national specialists and with wide consultations at the local level, prepare recommendations for adaptation of FAO approaches at the local level, based on institutional, legal and cultural conditions in each country, including participatory land use planning mechanisms, local extension services and training structures and other;
- 3.4. With the support of relevant FAO specialists, develop recommendations and promote mechanisms for mainstreaming SLM approaches and climate change issues (drought- and salinity-related) into existing policy mechanisms in each country, present these approaches to CACILM Board and technical staff, develop and implement relevant project activities;
- 3.5. With the support from FAO's relevant institutional and other experts, develop and propose mechanisms for capacity building approach in project implementation and integrate these approaches, with project boards' approval, at the national level; provide required capacity building and, jointly with national field officers, monitor the implementation of the approach within the project.

Liaison and development of partnership with national government, international organizations, regional/national projects and initiatives:

- 4.1. Serve as the head of CACILM2 Secretariat, including development of proposals for its governing body, organizing events and providing all supporting documents for the meetings, development of strategies and etc.;
- 4.2. Represent the CACILM2 Secretariat and the project, liaise with government agencies and regularly advocate on behalf of the project;
- 4.3. Communicate, advocate and engage in policy dialogue on SLM issues, promote SLM issues in relevant government and international meetings;
- 4.4. Coordinate project interventions with other ongoing activities, especially those of co-financers and other GEF projects;
- 4.5. Contribute to facilitation and strengthening the collaboration between national project's stakeholders and regional/international partners to ensure smooth implementation and delivery of project's activities;
- 4.6. Support the establishment of the project as an umbrella for SLM/INRM in CA and encourage regional/international partners to support this initiative.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in natural resources management, business administration, economics or related fields;
- Minimum 7 years of experience in participatory natural resources management at the local level, in technical capacity to support the land use planning process, implementation and monitoring of INRM/SLM practices in agricultural production landscapes and/or in any other technical capacity covered by the project;
- Working knowledge of English and Russian

FAO Core Competencies

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

Technical/Functional Skills

- Work experience in more than one location or area of work
- Extent and relevance of experience in
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- Familiarity with

Selection Criteria

- Solid positive project management experience with international donor organization (IDO);
- Excellent communication skills, experience in working with regional initiatives, regional projects and stakeholders from Central Asia government and non-governmental sector, experience with working district/oblast government, national and international experts and local communities;
- Ability to implement the capacity building programs and activities, including development and organization of training events at the national and regional level;

- Proved leadership and management skills with the ability to run large scale project, demonstrated ability to open up to new approaches and new practices;
- Knowledge of and experience in procurement, HR and other rules for FAO, UNDP or other international development organizations;

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

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