



Issued on: 20 October 2017

Deadline For Application: 03 November 2017

JOB TITLE: National Technical Coordinator

TYPE OF CONTRACT: PSA.NAT

DUTY STATION: Baku, Azerbaijan

ORGANIZATIONAL UNIT: FAOAZE

DURATION: 11 Months (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 are encouraged to apply.
Persons with disabilities are equally encouraged to apply.
All applications will be treated with the strictest confidence.

Organizational Setting: FAO Partnership and Liaison Office in Azerbaijan

Tasks and responsibilities:

Under the overall administrative and operational supervision of the FAO Representative in Azerbaijan (FAO-AZE), the technical supervision of Lead Technical Officer of FAO Subregional Office for Central Asia, and in close collaboration with the Ministry of Ecology and Natural Resources, the national counterparts, the National Project Director (NPD) and the International and National Consultants, the National Technical Coordinator will undertake the following duties for the implementation of GCP/AZE/007/GFF Project titled "Forest Resources Assessment and Monitoring to Strengthen Forest Knowledge Framework in Azerbaijan":

- Manage Project Management Unit
- Prepare annual and quarterly workplans and prepare Terms of References (ToRs) for all inputs;
- Ensure all project staff and all consultants fully understand their role and their tasks, and support them in their work;
- Oversee day-to-day implementation of the project in line with the workplans;
- Assure quality of project activities and project outputs;
- Organise regular planning and communication events, starting with inception mission and inception workshop;
- Oversee preparation and implementation of M&E framework;
- Oversee preparation and implementation of Project communication and knowledge management frameworks;
- Prepare progress reports and all monitoring reports.
- Lead interactions with stakeholders
- Liaise with government agencies and regularly advocate on behalf of the Project;
- Coordinate project interventions with other ongoing activities, especially those of co-financers and other GEF projects;
- Facilitate and strengthen collaboration between national project's stakeholders and regional/international partners to ensure smooth implementation and delivery of project's activities;
- Regularly promote the project and its outputs and findings on a national, and where appropriate, regional stage

Expected outputs:

- Annual and quarterly workplans, ToRs are duly prepared;
 - Day-to-day implementation of the project in line with the workplans ensured;
 - regular planning and communication events are organized;
 - Stakeholders are engaged according to the workplans;
 - Government agencies are liaised and advocated according to the workplans;
 - Collaboration between national project's stakeholders and regional/international partners facilitated and strengthened;
 - Project and its outputs and findings on a national, and where appropriate, regional stage are regularly promoted
- (Note that timing of deliverables may be modified due to unforeseen circumstances)

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced degree in forest management, natural resources management or related fields
- Six years of experience in the natural resources management sector in Azerbaijan/Central Asia including project management and office management;
- Working knowledge of English

FAO Core Competencies

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

Technical/Functional skills

- Demonstrated ability to adopt new ideas;
- Demonstrated commitment to participatory and bottom-up approaches;
- Demonstrated ability to communicate, including advocating to government agencies.
- Fluency in spoken and written Azerbaijani languages

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/iemployment-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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