



Issued on: 25 OCTOBER 2017

Deadline For Application: 8 November 2017

JOB TITLE: Home-based Reporting Consultant, Category B

TYPE OF REQUISITION: PSA

DUTY STATION: Home-based

ORGANIZATIONAL UNIT: FAO Office in DPR Korea

DURATION: Up to 90 working days within 4 months

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 main aim of the FAO country offices, which are headed by an FAO Representative, is to assist governments in developing policies, programmes and projects to achieve food security and to reduce hunger and malnutrition; in developing the agricultural, livestock, fisheries and forestry sectors, and in using their environmental and natural resources in a sustainable manner.

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

Reporting Lines

The home-based Reporting Consultant (PSA) will work under the overall supervision and the guidance of the FAO Representative in China and DPR Korea, direct supervision of the Deputy FAO Representative on issues relating to reporting, the technical guidance of the Lead Technical Officers (LTOs), and in regular consultation and coordination with the Regional Communication Officer, FAO RAP, the incumbent shall ensure coherence with FAO's corporate communication policy and operational guidelines for all communication and information outputs.

Technical Focus

Tasks and responsibilities

Tasks and responsibilities

1. Compile, write, edit and review progress, interim and final reports using Project Documents, Agreements (background information) and the above-mentioned progress reports from the FAO Office in DPR Korea, 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. The relevant facts and figures will be provided to consultant by FAO DPR Korea.
2. Prepare the Terminal Reports of the following projects based on facts and figures provided by the DFAOR:
 - a. TCP/DRK/3504 - Support for Integrated Crop-livestock Farming System, EOD: 01 Jun. 2015, NTE: 31 Dec. 2017,
 - b. TCP/DRK/3506 – Strengthening pen and cage fish farming, EOD: 22 Jan 2016, NTE: 31 Dec. 2017,
 - c. TCP/DRK/3605 (E) – Emergency assistance to support food and nutrition security in flood affected areas, EOD: 01 Oct. 2016, NTE: 31 Dec. 2017,
 - d. OSRO/DRK/701/CHA - Emergency support to increase vegetable, soybean, and small livestock production to improve Nutrition Security (EOD: March 2017, NTE: Dec. 2017, and
 - e. OSRO/DRK/702/CHA - Emergency support to alleviate the impact of the drought on the agricultural sector in Unryul and Anak counties of South Hwanghae province, EOD: Aug. 2017, NTE: February 2018.
3. Consolidate information provided by technical and operational staff for the preparation of terminal reports. The reports should include graph, photographs and other information as appropriate.
4. Collaborate with the project staff, IPs and headquarters (Technical Divisions, TCE/TCSR) through DFAOR 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.
5. Assist in the drafting and reviewing/editing of project-related documents.
6. 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).
7. Prepare the 2017 Country Annual Report based on facts and figures provided by the DFAOR.

8. Send drafts to DFAOR and LTO for their comments and suggestion for their further improvement.
9. Finalize above reports and edit these as per FAO guidelines. Ensure quality of reports.
10. Perform other related duties as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- University degree in agriculture or related field.
- At least 5 years of relevant experience in review and development of projects, technical writing and documentation.
- Fluent in English. Knowledge of Russian language will be advantage.
- Relevant experience of working in DPR Korea will be advantage.

FAO Core Competencies

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

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 recruitment website at [\(link\)](#) and complete your online profile. Only applications received through the recruitment portal will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from the recruitment portal 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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