



Issued on: 11 May 2015

Deadline For Application: 25 May 2015

POSITION TITLE:	PROJECT COORDINATOR	GRADE LEVEL:	P-4
ORGANIZATIONAL UNIT:	FAO BANGLADESH	DUTY STATION:	Dhaka, Bangladesh
		DURATION:	Fixed Term: 1 Year
		POST NUMBER:	Unidentified
		CCOG CODE:	1H01

The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments

Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged

Persons with disabilities are equally encouraged to apply.

All applications will be treated with the strictest confidence.

The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization

Organizational Setting

FAO Bangladesh assists the Government to develop policies, programmes and projects to address the root causes of hunger and malnutrition; to help the Government develop the agricultural, fisheries and forestry sectors and to use the environmental and natural resources in a suitable way. It participates in the development of FAO's field projects in the country and implements it, in the sectors of food security, agriculture and rural development.

The overall goal of the projects is to strengthen human and organizational capacity in the country to deliver more effective, coordinated, sustainable and country-driven investment programs in environmental protection, sustainable forest management and climate change adaptation and mitigation. Progress on this goal will contribute positively to improved environmental management, forestry, and climate change mitigation and adaptation.

The post is located in the FAO Representation in Dhaka, Bangladesh.

Reporting Lines

The Project Coordinator reports to FAO Representative in Bangladesh and receives technical supervision from the Lead Technical Officer (LTO) in Bangkok and Lead Technical Unit (LTU) and the relevant Divisions in FAO HQ and functional guidance from the Deputy FAOR.

Technical Focus

The Project aims to provide technical assistance to Ministry of Environment and Forestry, its departments, agencies and partners in the field of environmental protection, sustainable forest management and climate change adaptation and mitigation.

Key Results

Project components are successfully implemented through effective coordination and supervision in a timely and professional manner.

Key Functions

- Prepare annual work plans and budgets of the project in consultation with the budget holder and donor for approval of the Programme Steering Committee;
- Supervise the implementation of the work plans, preparing commitment requests for the FAO budget holder and monitors and reports on progress and expenditures in accordance with the requirements of FAO, the GoB, the Steering Committee and the donor;
- Review and further develop the draft terms of reference (TORs) for international consultants, specifying what tasks are to be performed during each of their missions and monitoring their delivery;
- Review along with the Deputy FAOR, the consulting support needed to ensure delivery of project objectives;
- Develop TORs for the national consultants, identify the profile and qualifications of the candidates needed and assist the Deputy FAOR in the process of selecting international and national consultants to work on the programme.
- Facilitate, support as required by the DFAOR the creation of a unit to coordinate the monitoring of the CIP (Climate Change or similar Unit) in MoEF;
- Liaise directly with USAID in Dhaka on matters related to the project and associated issues including maintaining coordination of other USAID funded project of similar nature;
- Monitor each component of the project according to the project document, workplan and M&E framework and reporting progress of the project;
- Assess in collaboration with the DFAOR and LTO to what extent the project objectives, outputs and activities (including timing) continue to be appropriate or need to be modified to reflect progress and on-going learning, recommend amendments as appropriate
- Guide all National and International Consultants in preparation of working papers outlining methodology/approaches to be followed to complete their respective TORs and produce results consistent to the expected project outputs. Facilitate synergistic interaction between the respective consultants, NPD, TAT team and relevant counterpart officials. Monitor in close collaboration with the NPD progress at frequent intervals.

Candidates will be assessed against the following

Minimum Requirements

- Advanced university degree in forestry, natural resources economics, environmental science or a field related to the work of the Organization
- Seven years of relevant experience in Environment and Natural Resources governance and programme development specifically at the government level;
- Working knowledge of English

Competencies

- Results Focus
- Team Work
- Communication
- Building effective relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is desirable
- Extent and relevance of experience in project operations, budgeting and coordination activities preferably in Forestry, Natural Resources Economics, Environmental Science or related activities
- Extent and relevance of experience in liaison with partners and institutional contexts particularly governments in developing country situations in the area of environment, forestry and/or climate change.
- Knowledge of another FAO official language (Arabic, Chinese, French, Russian or Spanish) is desirable
- Ability to communicate in a credible and effective manner and to represent FAO in dealings with governments, UN agencies, bilateral and multilateral agencies and non-government organizations

TO APPLY:

Carefully read and follow the **Guidelines to applicants**

Send your application to:

VA: FAOBD-30-15-PRJ

FAO Representation in Bangladesh
Dhanmondi Residential Area, Road No. 8, House No. 37, Dhaka 1205,
BANGLADESH
E-mail: FAOBD-Vacancies@fao.org

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