



Issued on: 18 September 2014

Deadline For Application: 2 October 2014

POSITION TITLE:	Project Coordinator	GRADE LEVEL:	P-3
		DUTY STATION:	Bangkok, Thailand
ORGANIZATIONAL UNIT:	Regional Office for Asia and the Pacific RAPRD	DURATION *:	Fixed Term: 1 year (extendable)
		POST CODE/N°:	
		CCOG CODE:	1.1.02

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

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Assistant Director-General/Regional Representative, FAO Regional Office for Asia and the Pacific (FAORAP), the direct supervision and management of the project Budget Holder, the technical supervision of the Senior Food Safety and Nutrition Officer (LTO) in the FAO Regional Office for Asia and the Pacific, and in close collaboration with other relevant divisions and services in FAO, the incumbent will act as the FAO Project Coordinator of the trust fund project "Support to Capacity Building and Implementation of International Food Safety Standards in ASEAN Countries" (GCP/RAS/280/JPN). In particular the incumbent will:

- design, coordinate and execute the activities conceptualized in the project document, including work plan and budget as well regional workshops, regional training courses and national capacity building programmes.
- prepare the TORs for consultants and resource persons, contracts, Letters of Agreement (LOAs) if necessary
- advise the LTO in identification of suitable consultants and resource persons to carry out the consultancies and technical assistance required under the project in collaboration with LTO
- support the LTO in reviewing progress made towards the work plan proposed in the project document as well as the stated outputs and activities on a quarterly basis
- prepare all reports as specified in the project document, such as mission reports and six-monthly progress reports outlining progress of actual work against planned, problems encountered, findings and detailed planning for the next period
- draft a final report outlining project results, recommendations and impact according to FAO standards
- Perform other duties as required

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree (or a relevant comparable experience) in food science, food safety and/or agriculture or a related field
- Five years of relevant experience in the field of food safety and quality of primary products (agricultural products, livestock products, fishery products)
- Working knowledge of English

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent and relevance of experience in food safety and agricultural policy
- Extent and relevance of experience in managing projects, including familiarity with the funding mechanisms and reporting requirements of the donor
- Experience in managing websites
- Knowledge and experience of International food safety standards, particularly of Codex standards
- Experience in the ASEAN region is an advantage. Familiarity with FAO work, procedures and rules is desirable
- Knowledge of Japanese would be an important asset in view of frequent exchange of information with the donor
- Work experience in more than one location or area of work, particularly in field positions is desirable

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

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

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

TO APPLY

For guidelines to applicants, please visit the Application Toolkit at <http://www.fao.org/employment/current-vacancies/project/en/>

Send your application to:

V.A RAP-75-14-PRJ

Field programme Group

FAO Regional Office for Asia and the Pacific

Fax No: +662 697 4445

E-mail: VA-RAP-75-14-PRJ@fao.org

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