



Deadline For Application: 22 February 2011

POSITION TITLE:	Chief Technical Advisor	GRADE LEVEL:	P-4
		DUTY STATION:	Pristina
ORGANIZATIONAL UNIT:	Subregional Office for Central and Eastern Europe, SEU	DURATION *:	Fixed term: one year (extendable)
		POST CODE/N ^o :	
		CCOG CODE:	1.A.11

DUTIES AND RESPONSIBILITIES

The Chief Technical Adviser (CTA) of the trust fund project GCP/KOS/005/FIN "Support to Implementation of the Forest Policy and Strategy in Kosovo", under the overall supervision of the Subregional Coordinator for Central and Eastern Europe, direct supervision of the Forestry Officer, SEU and in close cooperation with all project staff and consultants, will facilitate the Ministry of Agriculture, Forestry and Rural Development (MAFRD) in the coordination of the project implementation as well as initiate and oversee all project activities. In particular will:

- Provide overall leadership, management and guidance of all project staff and consultants engaged in project implementation;
- Exercise planning and financial control of the project budget;
- Select new staff members and provide technical supervision;
- Prepare Inception Report to cover project activities covering the first three months of operation;
- Prepare any other reports which will be required (e.g. six-monthly progress report and draft final report);
- Supervise and monitor the implementation and progress of all project activities, introducing corrective measures and redirection where required;
- Prepare Terms of Reference for short-term experts engaged in various special tasks in cooperation with other team members;
- Prepare contracts for eventual short-term project inputs, compile relevant terms of reference and supervise the delivery of services;
- Assess and clear technical reports prepared by short-term experts;
- Prepare detailed work plan for project field activities regarding the integrated forest management component together with other project personnel, and be focal point for the implementation;
- Apply participatory approaches when making agreements with local counterparts on the forest management activities;
- Facilitate and assist in the execution of forest management piloting in selected rural locations, also in minority communities;
- Participate in the planning of study tours, deliver training within actual areas of competence;
- Perform any other duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced University Degree in Forestry sciences
- Seven years of relevant experience in managing forestry projects, preferably in the Balkans or under similar conditions, with focus on forest administration and management
- Working knowledge of English

SELECTION CRITERIA

Candidates will be assessed against the following:

- Knowledge of concepts and policies as well as technical issues related to forestry and sustainable development in the region
- Extent of experience in managing forestry projects and developing and implementing projects, plans and programmes
- Ability to analyse problems and develop practical recommendations
- Demonstrated ability to write clear and concise technical reports
- Ability to work effectively in inter-disciplinary teams
- Work Experience in international organizations would be an asset
- Good communication skills, both orally and in writing
- Knowledge of one of the official languages (Albanian, Serbian) will be considered an additional asset;

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: Carefully read and follow the Guidelines to applicants

Send your application to:

V.A REU-622-PRJ
Subregional Office for Central and Eastern Europe (SEU)
FAO, Benczúr utca 34, H-1068 Budapest, Hungary
Fax No: +36 1 351 7029
E-mail: VA-622-11-PRJ-SEU@fao.org

This vacancy is open to male and female candidates. Applications from qualified women candidates and applications from qualified candidates from non/under-represented member states are encouraged. Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

FAO IS A NON-SMOKING ENVIRONMENT

GUIDELINES TO APPLICANTS

Examine carefully the relevancy of your qualifications by reviewing the Duties & Responsibilities of the position and the requirements that are needed in order to perform the job successfully.

HOW TO APPLY

Please provide a **completed FAO Personal History Form**, found on the Internet site.

- Your application should be typewritten (where possible), signed and dated.
- Clearly indicate in the appropriate box on the Personal History Form and on the front of your application, the title of the post and the Vacancy Number.
- Submit a separate application for each position for which you are applying.
- Send your application to the address (mail, e-mail, or fax) indicated on the Vacancy Announcement.
- Internal candidates should provide 10 copies of their application.

Applicants will be contacted directly if selected for an interview.

FILLING IN THE FAO PERSONAL HISTORY FORM

LANGUAGE SKILLS

Please list the languages with which you are familiar, beginning with your mother tongue, indicating the extent of your knowledge as:

- Excellent/Good = Working knowledge: You will be expected to work independently using the language required, to prepare a variety of written communications (correspondence, reports, working papers, etc...), to participate actively in meetings and in work-related discussions, etc.
- Fair = Limited knowledge: You will be expected to follow work related discussions or meetings, even though you may wish to intervene in another official language. You will be expected to participate in simple conversations, to use the telephone, to read and understand work-related texts and to write simple communications, etc.
- Slight

COMPUTER SKILLS

- Indicate your word processing skills and knowledge of database/spreadsheet (e.g. Excel, Access), or any other office automation software known and used.
- If applicable, specify your work experience in data entry/retrieval and programming skills. Indicate knowledge of programming languages and operating systems.

ACADEMIC QUALIFICATIONS

Starting with the present and going in back in time, please give details of:

- Period of study with name and location of the academic institution,
- Title of study obtained, both in the original language and in English, indicating the subject(s) of specialization and year degree* was/is to be awarded,
- List any other relevant training or formal education that may be relevant to your application.

If selected for an interview, you will be expected to provide FAO with certified copies of your academic qualifications.

** A university degree is a title of study substantiated by at least 3 years of full time study (equivalent to a BA or BSc) from a bona fide institution. An advanced university degree is equivalent to a Masters degree.*

EXPERIENCE

- Relevant professional experience is counted from the time of attainment of the first relevant degree.
- Endeavour to demonstrate how your experience meets the requirements of the post.

OTHER INFORMATION

- If applicable, give the number of publications and provide a list and the dates of the most relevant publications.
- Provide samples of written work only upon request.