



Issued on: 15 February 2014

Deadline For Application: 15 March 2014

POSITION TITLE:	Project Manager (Agricultural Extension & Technology Transfer)	GRADE LEVEL:	P-4
ORGANIZATIONAL UNIT:	Regional Office for the Near East and North Africa RNE	DUTY STATION:	Riyadh, Saudi Arabia
		DURATION *:	Three years (fixed term)
		POST CODE/N°:	Unidentified
		CCOG CODE:	1.H.01

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 RNE-ADG, the supervision of the FAO Programme Coordinator (PC) in the Kingdom of Saudi Arabia (KSA) and the technical guidance of the Lead Technical officer (LTO), RNE and Lead Technical Unit (LTU), AGPM and in consultation with the National Project Director (NPD) and the Department of Extension of the Ministry of Agriculture (MoA), the Project Manager (PM) will be responsible for the overall management and day-to-day implementation of the project aiming at the strengthening of institutional and human capacity to support agricultural innovation as well as sustainable agricultural and rural development. In particular, the incumbent will:

- undertake a detailed consultation with the Ministry of Agriculture as well as with other partners in order to assess the needs of the country for transfer of technology as well as the training requirements of the technical staff and farming communities in the implementation of the programme;
- review and analyze the existing extension /technology transfer strategies, extension system, programmes and other documents to identify gaps and its impact on the farming communities and develop a vision statement and plan of action for extension in KSA;
- identify key actors and service providers within the wider agricultural innovation framework;
- prepare and deliver in-service training and organize study tours in countries having technologies and institutions relevant to KSA;
- prepare detailed project annual work plans in line with the budget and in collaboration with stakeholders, and make necessary arrangements for their successful implementation in a timely manner;
- coordinate the planning and the implementation of agricultural extension and technology transfer activities in the field, including collection, collation and analysis of data;
- design and facilitate dialogue and guide organizational development of the extension system;
- advise in all matters related to the project's implementation by providing administrative and technical guidance in agricultural extension and technology transfer for the execution of the Ministry of Agriculture's policies;
- prepare technical specifications of the required project inputs (equipment, supplies) and draft tender documents for local or international procurement;
- prepare terms of reference and project progress reports in accordance to the Guide to the Project Cycle to reflect the outputs and results of the project against agreed work plans, and identify constraints and issues that require timely resolution and corrective actions;
- monitor the project budget and prepare ad hoc and yearly expenditure plans and reports and inform the Secretariat of project Steering Committee (PSC) in a timely fashion;
- review and comment on technical documents as required
- perform other duties as required

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree in agricultural extension and/or rural development programme management and implementation
- Seven years of experience in agricultural extension reform, institutional development and strengthening of agricultural advisory services;
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Russian, Arabic or Chinese

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent and relevance of experience in agricultural extension and rural development programme management and implementation
- Demonstrated capacity in strategic thinking, analysis, visioning and planning;
- Excellent communication skills both orally and in writing including the ability to write concise technical reports in English;
- Demonstrated knowledge and experience in agricultural extension and rural development in the Near East is considered a strong asset;
- Working knowledge of Arabic is considered a strong asset;
- Knowledge and experience in UN procedures in project implementation would be an asset;
- 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/>

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

Send your application to:

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