



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: RNE-958-13-PRJ

Issued on: **31 December 2013**

Deadline For Application: **31 January 2014**

POSITION TITLE:	Project Manager (Epidemio-surveillance, early warning and disease control)	GRADE LEVEL:	P-4
ORGANIZATIONAL UNIT:	Regional Office for the Near East and North Africa, RNE	DUTY STATION:	Riyadh, Saudi Arabia
		DURATION *:	3 Years (fixed term)
		POST CODE/N°:	Unidentified
		CCOG CODE:	1.H.01

Applications from qualified women 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 Senior Field Programme Officer, the supervision of the FAO Programme Coordinator in the Kingdom of Saudi Arabia and the technical guidance of the Lead Technical Unit, Chief of the Animal Health Service (AGAH), and in close consultation with the National Project Director, national and international staff of the project, the Project Manager (PM) will be responsible for the overall management and day-to-day implementation of the project. In particular, the incumbent will:

- Advise in all matters related to the project's implementation, by providing administrative and technical guidance for the execution of the Ministry of Agriculture's policies and the Department of Animal Resources ;
- Prepare technical specifications of the required project inputs (equipment, supplies) and draft tender documents for local or international procurement;
- Provide technical advice in epidemiology, disease surveillance and control;
- Facilitate the establishment of an epidemiology and early warning unit within the Department of Animal Resources;
- Coordinate the planning and the implementation of surveillance activities in the field, including collection, collation and analysis of data;
- Prepare and deliver in-service training and organize study tours in countries having technologies and institutions relevant to KSA;
- Inform the secretariat of Project Steering Committee meetings in a timely fashion;
- 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 yearly expenditure plans;
- 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;
- Perform other related duties.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree in veterinary science/medicine, with emphasis in epidemiology or a related field
- Seven years of experience in the control and prevention of animal diseases, including knowledge of standard setting processes in animal health
- Working knowledge of English

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent and relevance of experience in animal disease management, especially for those of epidemic and/or zoonotic significance
- Extent and relevance of experience in the field of epidemiology, disease risk assessment and early warning
- Extent and relevance of experience in formulation and management of project/programme related to animal health
- Demonstrated knowledge and experience of livestock and animal health sector in the Near East is considered a strong asset
- Excellent communication skills both orally and in writing including the ability to write concise technical reports
- Knowledge and experience in UN procedures in project implementation would be an asset
- Working knowledge of Arabic is considered a strong 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 **RNE-958-13-PRJ**

Operations Unit
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PO Box 2223, Cairo
E-mail: RNE-958-13-PRJ@fao.org

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