



POSITION TITLE:	Technical Officer (Monitoring & Evaluation)	GRADE LEVEL:	P-3
		DUTY STATION:	Freetown, Sierra Leone
ORGANIZATIONAL UNIT:	Emergency Operations Service (TCEO)	DURATION *:	Twelve months (with possibility of extension subject continuity of funds)
	Emergency Operations and Rehabilitation Division (TCE) Technical Cooperation Department	POST CODE/N°:	N- ** Unidentified
		CCOG CODE:	1.S.0.1.

DUTIES AND RESPONSIBILITIES

In 2009, the Government of Sierra Leone launched the Smallholder Commercialisation Programme (SCP), which includes six components: (i) Improving smallholder production & commercialisation through support to Farmer-Based Organizations (FBOs) and Agricultural Business Centres (ABCs); (ii) Developing small-scale irrigation to boost rice production; (iii) Rehabilitating feeder roads; (iv) Providing access to financial services; (v) Providing a social safety net to vulnerable households and (vi) Planning, coordination, monitoring and evaluation. In June 2010, the “Global Agriculture and Food Security Programme” (GAFSP) approved a proposal to support the SCP. Under the GAFSP, FAO provides technical support for the capacity development of SCP stakeholders at all levels, particularly for SCP Component 1 (outreach to FBOs and ABCs) and Component 6 (planning, monitoring and evaluation). FAO’s technical assistance team for the SCP will include four international specialists.

Under the overall supervision of the FAO Representative in Sierra Leone and the guidance of the project’s Senior Technical Officer, in close collaboration with the SCP National Coordinator and the GAFSP Manager, the incumbent will:

- Serve as a technical resource person on all matters concerning M&E and knowledge sharing.
- Strengthen the existing Planning and M&E framework for the SCP with the aim of developing a robust yet practical M&E and learning system, in coordination with the SCP national management team.
- Collect, analyse and report on routine data as per the overall logical framework and M&E plan of the SCP.
- Contribute to the design of studies (quantitative and qualitative) to assess the achievement of project outputs, outcomes and impacts. Prepare terms of reference and be responsible for the supervision and quality assurance of the studies.
- Collaborate with the Management Information System Consultant to set up a functional Management Information System.
- Participate in the delivery of training on monitoring and evaluation for programme, MAFFS and service provider staff as is commensurate with their needs and level of familiarity with these concepts.
- Ensure the timely submission of reports to FAO, MAFFS and the donors and build the capacity of M&E staff in results-based reporting.
- Support annual reporting of the SCP to MAFFS and the donors and other stakeholders.
- Collaborate with the Communications Officer of the SCP/GAFSP Management to ensure project results and reports are properly presented and disseminated internally and externally.
- Perform other related duties as required.

**** APPOINTMENT/PROMOTION TO THIS POSITION IS TEMPORARY, WITH POSSIBILITY OF EXTENSION**

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in agriculture, economics, social sciences, or related field
- Five years of relevant experience in monitoring and evaluation in an international development setting
- Working knowledge of English

SELECTION CRITERIA

Candidates will be assessed against the following:

- Level and relevance of academic qualifications. (An advanced university degree would be an asset.)
- Extent of experience in a development context within complex M&E units
- Extensive knowledge of results-based management (RBM)
- Demonstrated capacity to implement qualitative and quantitative research methods for project evaluation
- Experience with data collection methods and tools (forms, formats, questionnaires) as well as systems for the entry, analysis and storage of data (e.g. Ms Access, SPSS, or others)
- Proven ability to work as a part of a team but be self-managing of own time and results
- Excellent writing, communication, presentation, and organizational skills
- Familiarity with Sierra Leone would be an asset.

CANDIDATES ARE INFORMED THAT THE SELECTION PROCESS WILL INCLUDE, FOR SHORT-LISTED CANDIDATES, A WRITTEN EXERCISE ON SUBJECTS RELEVANT TO THE SELECTION CRITERIA.

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

Level P3 carries a net salary per year (inclusive of a variable element for post adjustment) from US\$ to US\$ (without dependants) and from US\$ to US\$ (with dependants)

TO APPLY: Carefully read and follow the Guidelines to applicants

Send your application to: V.A **TCEO-741-11-PRJ**
Chief, TCEO
FAO Viale delle Terme di Caracalla 00153 Rome ITALY
Fax No: +39 06 57054941
E-mail: VA-741-11-PRJ-TCEO@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.