



POSITION TITLE:	Senior Emergency and Rehabilitation Coordinator	GRADE LEVEL:	P-5
ORGANIZATIONAL UNIT:	Emergency Operations Service - Africa, Latin America and the Caribbean (TCEO)	DUTY STATION:	Various
	Emergency Operations and Rehabilitation Division (TCE)	DURATION *:	Twelve months (with possibility of extension subject to continuity of funds)
	Technical Cooperation Department (TC)	POST CODE/N°:	N- ** Several positions
		CCOG CODE:	1.S.0.1.

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Chief, Emergency Operations Service (TCEO) and the direct supervision of the FAO Representative and in consultation with the relevant technical divisions at FAO headquarters, the Senior Emergency Coordinator will be responsible for the development, expansion and successful implementation of FAO's emergency food security and food chain and agricultural relief programmes in the country of assignment. In particular, to:

- ensure timely and adequate response to sudden on set emergencies and coordinate need assessments;
- manage FAO's Emergency and Rehabilitation Coordination Unit in the country of assignment;
- develop and implement operational strategies, involving preparation of analysis on the state of agriculture and food security in the country;
- identify policy implications and monitor relevant policy environment issues for the implementation of FAO's agricultural relief and rehabilitation strategy;
- coordinate the identification of target beneficiaries and input needs;
- formulate and implement strategies for meeting the emergency and rehabilitation assistance needs in consultation with national experts, donors, UN agencies and other organizations in the country;
- plan, monitor and provide technical assistance components for agriculture, fishery, forestry and livestock emergency and rehabilitation interventions implemented by FAO and other agencies;
- ensure close collaboration and coordination with other UN agencies and partners (NGOs, national institutions and donor community, etc.) involved in relief and emergency activities, including support to UN cluster structure and assume coordination when appropriate;
- liaise with donors and represent FAO in interagency coordination meetings related to emergency/rehabilitation activities and report the outcome of such meetings with recommendation on actions to be taken;
- coordinate timely dissemination of information on the impact of the crisis and prioritized needs in the agricultural sector to the donor community, UN agencies, NGOs, national/regional institutions and all partners involved in relief and early rehabilitation activities;
- develop and coordinate the maintenance of a database with updated information on the impact of the crisis and prioritized needs taking into account assistance provided and evolving needs;
- prepare project profiles and full-fledged project documents to donors;
- monitor the financial management and accounting of emergency projects and promote mobilization of funds;
- coordinate and supervise the work of project staff involved in the implementation of emergency and rehabilitation operations;
- ensure the preparation of adhoc and terminal reports on all projects and programme activities;
- facilitate the development and implementation of transition programmes for livelihoods recovery;
- perform other related duties as required.

**** APPOINTMENT/PROMOTION TO THE POST IS TEMPORARY AS ITS DURATION IS FOR ONE YEAR, WITH POSSIBILITY OF EXTENSION**

NB: The purpose is to form a roster of candidates to fill vacancies as they develop.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree in agronomy, economics, natural sciences, or related discipline
- Ten years of relevant experience in agricultural and rural development, including experience in developing countries as well as disaster-stricken countries
- Working knowledge of English, French or Spanish or any other official language of the Organization and limited knowledge of one of the other two (will vary according to country of assignment).

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent of professional experience at the international level in field operations in the agricultural sector and emergency relief situations with particular emphasis on coordination of emergency assistance;
- Demonstrated leadership, managerial, supervisory and interpersonal skills;
- Proven analytical and communication skills;
- Demonstrated ability to analyse complex emergencies;
- Extent of knowledge of the geographical region, including political, cultural aspects and development priorities.

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 carries a net salary per year (inclusive of a variable element for post adjustment) from USD to USD
(without dependants) and from USD to USD (with dependants)

TO APPLY: Carefully read and follow the Guidelines to applicants

Send your application to: V.A **625-11-PRJ-TCEO-PRJ-TCEO**
Ms Cristina Amaral, Chief TCEO
FAO Viale delle Terme di Caracalla 00153 Rome ITALY
Fax No: +39 06 570 54941
E-mail: VA-625-11-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.