



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for Consultant ☐ /PSA ☐

Minimum number of years of relevant experience required: 1yr ☐ 5yrs ☒ 12+yrs ☐

Job Title: Project management assistant	
Division/Department: DDNI – CGIAR Independent Science and Partnership Council (ISPC) Secretariat	
Programme/Project Number: N/A	
Location: CGIAR ISPC Secretariat, FAO Headquarters	
Expected Start Date of Assignment: 1 February 2015	Duration: 11 months
Reports to: Name: Peter Gardiner	Title: ISPC Executive Director

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

The Independent Science and Partnership Council (ISPC) is a standing panel of world-class scientific experts (www.ispc.cgiar.org). Our aim is to strengthen the quality, relevance, and impact of science in the Consultative Group on International Agricultural Research (CGIAR), a global partnership that unites organizations engaged in research for sustainable development with the funders of this work. The ISPC advises CGIAR funders on strategic scientific issues and harnesses the best of global science to support the goals of the international agricultural research community. The ISPC Secretariat is hosted in the FAO in Rome, Italy. With the anticipated growth of ISPC functions in 2015 on behalf of the CGIAR, the Secretariat is seeking strengthened capacity for the interim period. Under the direction of the ISPC Executive Director and day to day guidance of the Programme Assistant, the consultant will work on various ISPC Programme activities for a period of 11 months. More specifically to perform the following activities:

- Lead for the Secretariat on the arrangements for financial management;
- initiate a variety of actions in the Organization's computerized financial/personnel/travel systems such as Travel Authorizations, Travel Expense Claims, payment requests, purchase orders, etc;
- initiate travel arrangements for CGIAR Science Council and Science Panel Members, Members of external reviews of CGIAR Programs and other official missions and meetings, following up with FAO's official travel agent and/or FAO Offices and with travellers on issuing air tickets, travel advances and other requests, assuring timely issuance of air tickets and travel advances according to FAO rules, or special Science Council Special Delegate Level arrangements;
- provide support during meetings of the Science Council and its subsidiary bodies on relevant administrative matters, including organizing travel and DSA for non-staff participants;
- Draft letters of agreement for funding research projects;
- maintain an electronic monitoring and tracking system for the actions bearing budget implications;
- Explore for the Secretariat the creation and maintenance of a shadow Excel-based system for tracking the financial inflows and outflows.

REQUIRED COMPETENCIES

Academic Qualifications:

University degree in business or public administration

1. Knowledge of administrative and financial management processes used in international organizations
2. 10 years of progressively responsible experience in financial management

3. Excellent project management skills – planning, monitoring, problem-solving
4. Knowledge of the work of CGIAR (desirable)
5. Proven ability to work independently and in multi-disciplinary teams, to prioritize tasks, and deal promptly with urgent issues
6. Excellent inter-personal skills, and ability to coordinate with international organizations
7. Excellent oral and written communication skills in English (essential) and limited knowledge of other official UN languages (desirable)
8. Excellent IT skills (essential), particularly Excel pivot tables

HOW TO APPLY

Interested applicants should send a copy of their CV or Personal History Form with a cover letter via email to ISPC-Secretariat@fao.org

Deadline for applications: January 2nd, 2015

Applications received after the closing date will not be given consideration. Only short listed candidates will be contacted.