



**FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS**

**Terms of Reference for Consultant /PSA**

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

<b>Job Title:</b> Field Programme Officer	
<b>Division/Department:</b> Operations Unit, FAO Bangladesh	
<b>Programme/Project Number:</b>	
<b>Location:</b> Dhaka-Bangladesh	
<b>Expected Start Date of Assignment:</b> 1 June 2016	<b>Duration:</b> 11 months
<b>Reports to:</b>	<b>Title:</b> Deputy FAO Representative in Bangladesh
<b>GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED</b>	
<p>Under the overall supervision of the FAO Representative and under the direct supervision of the Deputy FAO Representative in Bangladesh and in close liaison with the CTAs and operational/admin staff of the projects executed by FAO, the Field Programme Officer will undertake the following activities:</p> <ul style="list-style-type: none"> <li>• Support the implementation of projects through different stages of the project life cycle (recruitment, LoA processes, procurement, budget, report writing, closure formalities etc)- initiate and follow up on status and take corrective action where necessary to ensure smooth operational running of assigned projects;</li> <li>• Establish and participate as an active member of project task forces and ensure timely provision of inputs, personnel, equipment and supplies for field projects, including preparing initial and regular budget revisions and providing overall administrative and operational support to assigned projects including preparation of delivery estimates;</li> <li>• In consultation with the project CTA/NTL, follow-up on implementation of project work plans, monitor and report on progress and expenditures in accordance with FAO, the government and donor agency guidelines;</li> <li>• Review periodically the financial statements and transaction listings of assigned projects for accuracy and take corrective action when/where necessary;</li> <li>• Ensure project data is correctly entered on FPMIS, regularly updated and that all assets are properly recorded;</li> <li>• In consultation with the FAO Representative, support teams in preparation of short project proposals, concept notes and project documents and work plans in line with the FAO Project Cycle guidelines for technical clearance by FAO's technical services, whether funded under FAO's Technical Cooperation Programme, UNDAF framework or under Trust Fund agreements;</li> <li>• Organize all processes related to staff/consultants (national and international) recruitment, follow up on contracts ensuring compliance, necessary reporting, termination and performance evaluation;</li> <li>• Ensure FAO and donor reporting in a timely manner, liaising with the CTA/NTL and the project team in the preparation of briefs and comprehensive reports;</li> <li>• Supervise monthly staff pay rolls, allowances, travel claims and other payments to national personnel, experts and consultants, vendors and other claimants including petty cash management;</li> <li>• In collaboration with the CTA/NTL supervise the project administrative and support staff team and convene regular meetings on administrative matters;</li> <li>• Perform other related duties as required.</li> </ul>	
<b>KEY PERFORMANCE INDICATORS</b>	
<b>Expected Outputs:</b>	<b>Required Completion Date:</b>
At the end of the mission, prepare an end-of-assignment report articulating achievements, difficulties encountered and recommendations.	30 April 2017
<b>Minimum Requirements</b>	
University degree in business administration or public administration, social science, political science or a related field; Five years of relevant experience in project or programme management, administration or related area; Previous experience in field programme knowledge of FAO system; Working knowledge of English. A	

<p>post-graduate qualification in a relevant field would be advantageous.</p> <p><b>Competencies</b> Results Focus; Team Work; Communication; Building effective relationships; Knowledge Sharing and Continuous Improvement</p> <p><b>Technical/Functional Skills</b> Work experience in more than one location or area of work, particularly in field positions is desirable; professional experience in the field of administration, human resources, finance and management; some experience in programme/project formulation, analysis, planning and implementation; good knowledge of planning and budgetary processes and associated tools / ERP.</p>	
<p><b>How to apply:</b> Interested applicants are required to create an online Personal Profile form (PPF) in iRecruitment. To create the PPF, please follow the instructions available at: <a href="http://www.fao.org/employment/irecruitment-access/en/">http://www.fao.org/employment/irecruitment-access/en/</a></p> <p>The PPF should be sent via email to: <a href="mailto:FAOBD-Vacancies@fao.org">FAOBD-Vacancies@fao.org</a></p> <p>Deadline for applications: 30 April 2016.</p> <p>Application not submitted through the filled PPF will be discarded.</p> <p>Applications received after the closing date will not be given consideration. Only short listed candidates will be invited for the interview.</p>	