



## FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

### Terms of Reference for Consultant ■/PSA □

Minimum number of years of relevant experience required: 1yr  3yrs  5yrs  12+yrs

<b>Job Title:</b> National Project Manager
<b>Division/Department:</b> REUTD
<b>Programme/Project Number:</b> UTF/ALB/010/ALB "EU Flood Recovery Programme: Agriculture and Economic Development"
<b>Location:</b> Tirana, Albania with in-country travel
<b>Expected Start Date of Assignment:</b> as soon as possible <b>Duration:</b> 3 months with possibility for extension

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

Under the overall supervision of the FAO Representative for Albania, the direct technical supervision of the project Lead Technical Officer (LTO), the operational supervision of the Field Programme Officer, and in close collaboration with the Assistant FAO Representative in Albania, the Chief Technical Advisor and other project staff and national project partners, the incumbent will:

- Oversee, support and coordinate the implementation of the day to day activities of the project;
- Provide overall support to the international experts for implementation of the envisaged activities;
- Coordinate organization and execution of trainings and preparation of the related training material as per the project implementation plan and guidance from the international experts;
- Support the Capacity Development activities for the various stakeholders envisaged in the project activities;
- Participate in project impact assessment surveys and evaluation;
- Ensure regular effective liaison with local and national authorities, institutions, beneficiaries, and stakeholders;
- Support preparation of project reports, briefs and reviews;
- Prepare, monitor and revise work plans, guidelines and budgets;
- Support preparing of operational project documents and reports;
- Arrange meetings and visits for the international experts with relevant government officials, non-governmental organizations and other institutions;
- Identify participants for workshops to be conducted under the project;
- Contribute to the preparation of the draft terminal report as a basis for the draft terminal statement;
- Support the overall successful coordination of the project, with linking/integrating the results from other project activities.
- Perform other related duties as required.

KEY PERFORMANCE INDICATORS	
Expected Outputs:	Required Completion Date:
<ul style="list-style-type: none"> <li>Regular internal and external reports properly and timely submitted;</li> </ul>	N/A
REQUIRED COMPETENCIES	
<p><b>Academic qualifications</b></p> <ul style="list-style-type: none"> <li>university degree in economics, agronomy, livestock, law, or related field, or equivalent education;</li> </ul> <p><b>General requirements</b></p> <ul style="list-style-type: none"> <li>full competency and fluency in English. Fluency in the Albanian language;</li> <li>strong ability to work under pressure and against tight deadlines and availability to work overtime when required;</li> <li>strong drafting and interpersonal skills, honesty, orientation on achievements.</li> <li>5 years of relevant experience at the national or international level;</li> <li>5 years of professional experience in economics, agronomy or livestock, ;</li> <li>hands-on experience in implementation, monitoring and evaluation of short-medium term projects;</li> <li>strong familiarity with computers and Microsoft Word, Excel;</li> <li>knowledge of work procedures and UNMOSS requirements;</li> <li>possession of driving license and good knowledge of the major roads of the country and neighbouring regions.</li> </ul> <p><b>Candidates will be assessed against the following:</b></p> <ul style="list-style-type: none"> <li>Relevance and extent of experience in project management</li> <li>Relevance and extent of technical capacity and experience required for project implementation</li> </ul>	
HOW TO APPLY	
<ul style="list-style-type: none"> <li><b>FOR THIS CONSULTANCY POSITION, PLEASE SUBMIT YOUR APPLICATION in PDF format by email to: <a href="mailto:REU-Vacancies@fao.org">REU-Vacancies@fao.org</a> with the following in the subject line VA FAO/ALB/2016/001 and your last name.</b></li> <li>A duly completed Personal Profile Form (PPF) generated from FAO's iRecruitment portal as a PDF-file is to be submitted by email together with a cover letter. <b>Please note that attached resumes or CV's in place of the PPF will not be accepted.</b></li> <li>In order to prepare a Personal Profile Form, you must first register on the FAO iRecruitment site by clicking on the following link to register: <a href="http://www.fao.org/employment/irecruitment-access/en/">http://www.fao.org/employment/irecruitment-access/en/</a> In order for your application to be properly evaluated, please ensure that all sections of the on-line profile are completed.</li> <li><b>Deadline for submission of your application: by 6 March 2016</b></li> <li>Applications received after the closing date will not be given consideration.</li> <li><b>Only short listed candidates will be contacted.</b></li> </ul>	

