



Food and Agriculture Organization of the United Nations

Telephone : (88 02) 8118015-8
FAX : (88 02) 8113446

House 37, Road 8
Dhanmondi R/A
Dhaka-1205
Bangladesh

Vacancy Announcement

Published On: 16 July 2014

Deadline for Application: 31 July 2014

The FAO Representation in Bangladesh is inviting applications from qualified candidates to the following vacant position for its project **"Institutionalization of Food Safety in Bangladesh for Safer Food (GCP/BGD/054/USA)"** to be filled as soon as possible:

Position: National Team Leader

Under the overall supervision of the FAO Representative in Bangladesh, the technical supervision of the Lead Technical Officer (LTO) and in close collaboration with other relevant Divisions and services in FAO and in consultation with relevant local authorities, the National Team Leader will carry out the following specific tasks:

- Have responsibility for ensuring smooth implementation of the Project while making best use of available human and financial resources, and ensuring that FAO procedures are followed throughout ;
- Prepare the annual Technical Assistance Team (TAT) work plans and budgets, clear them with FAO and the donor and obtain the approval of the Programme Steering Committee (PSC);
- Supervise implementation of the work plans, prepare commitment requests for the FAO budget holder and monitor /report on progress and expenditures in accordance with the requirements of FAO, the GoB, the Steering Committee and the donor;
- Supervise and assist the TAT, consultants and project support staff in carrying out their duties;
- Develop draft TORs for international and national consultants, specifying what tasks are to be performed during each of their missions. The objective is to ensure that project implementation is streamlined as possible with maximum outcome under each of the Project Outputs;
- Develop LOAs where necessary as per FAO procedures
- In collaboration with LTO, participate in the process in the selection of suitable international and national consultants to work on the Project activities;
- Brief international and national consultants and carefully review their reports after each assignment undertaken;
- Work with Output leaders/heads in developing concise lists of equipment for procurement and their specifications;

- Identify/develop overall training plans proposed under Project outputs;
- Keep the donor informed on project progress and directly liaise on any other matters related to the project;
- Monitor progress under Project output in accordance with the Project Document/Budget ;
- Six months into the project, ensure the first review of the project is carried out, followed by annual reviews. At each review it should also be assessed to what extent the Project objectives, outputs and activities (including timing) continue to be appropriate or need to be modified to reflect progress and ongoing learning, and recommend amendments/review as appropriate;
- At the end of the Project, prepare a final report of work and draft terminal report of the Project in close consultation with the relevant stakeholders;
- At every stage, appropriate clearances of LTO, as needed should be sought.

Required Competencies:

- Advanced university degree in food safety, food science, food technology or in a related subject;
- At least ten years of experience in formulation, management and administration of large development projects (including involvement in strategy implementation and coordination) in developing countries, particularly in Asia;
- At least five years experience on programme management. At least five years experience working with governments in developing country situations in the area of food controls covering a wide range of activities;
- High level managerial, supervisory, analytical and negotiating skills with demonstrated ability to lead a team of professionals and to exercise sound judgment;
- Ability to communicate in a credible and effective manner and to represent FAO in dealings with the Government, and having good contacts with government;
- Skills in advocacy, tact and a high degree of discretion and integrity;
- High profile personality with proven ability to handle complex operations in difficult institutional environments;
- Working knowledge of English.

Duty Station: Dhaka

Duration: 11 months (extendable)

Application Guidelines:

All applicants will send their Personal Profile Form (PPF) to the following address: FAOBD-Vacancies@fao.org only by close of business on **31 July 2014**.

PPF is available to this link: <http://www.fao.org/employment/en/>

Subject must refer "Application for the position of "**National Team Leader**"

Applications from qualified women are encouraged to apply.

Application not submitted through the filled PPF will be discarded. Please do not submit any certificates/documents with your application.

Candidates not possessing the essential qualifications should not apply as their application will not be considered.

Any persuasion will disqualify the candidate; only short listed candidates will be invited for the interview.