



POSITION TITLE:	FAO- GEF Project Officer (National)	GRADE LEVEL:	
PROJECT :	Improving Forest and Protected Area Management in Trinidad and Tobago	DUTY STATION:	Port of Spain, Trinidad and Tobago
ORGANIZATIONAL UNIT:	FAO TRINIDAD AND TOBAGO	PROJECT DURATION *:	48 months

OVERVIEW

Improving Forest and Protected Area Management in Trinidad and Tobago (GCP/TRI/003/GFF) is a full scale project funded by the Global Environment Facility (GEF), the Government of Trinidad and Tobago, the European Union and the Food and Agriculture Organization. The project's overarching objective is to improve the sustainability of protected areas systems in Trinidad and Tobago. The Project Officer provides operational, administrative and logistic support to the Project Coordinating Unit (PCU) and reports directly to the Chief Technical Adviser (CTA), the team leader of PCU, who coordinates and technically supports the PCU's responsibilities for efficient and timely implementation of the approved annual work plans and daily project management

The PCU's mandate is to achieve four key project outputs :

- o Draft National legislation for establishing and managing Protected Areas (PAs)
- o Systematic biodiversity monitoring and site-specific interventions to address threats to PAs
- o Management plans for six new PAs
- o User-fee system operating in two PAs

Project information is available for down load at: <http://eppd-tt.blogspot.com/p/gef-improving-forest-and-protected-areas.html>, The project document is available at: <https://drive.google.com/file/d/0B0l4K5zeRGEPdzVVbjZJRUGzZE0/edit?pli=1>

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the FAO Representative (Trinidad and Tobago - FAOTT), the direct supervision of the Chief Technical Adviser and in close collaboration with the Project Steering Committee (PSC)-composed of the Forestry and Protected Areas Management Authority (FPAMA) , the Tobago House of Assembly (THA) and other national entities-, the Lead Technical Unit (FAO) and the FAO-GEF Coordination Unit in the Investment Centre in Rome (TCID), the project officer will have the following responsibilities and functions:

- Advise the CTA on status of the project's financial status , budget proposals , expenditure priorities and status of the project's work plans and objectives
- Assist the CTA in the sourcing of contracted services within the scope of the project budget and resources
- Assist in the planning of project activities to ensure optimal time management and realisation of the project's strategic goals/objectives
- On behalf of the CTA, act as the PCU's liaison with the FAO and the Ministry's technical teams with respect to budgetary and short term contracting matters
- Support the CTA with project document control and distribution by maintaining logs of updated project documentation, meeting minutes and compilation and dissemination of reference material to committees in appropriate format
- General project administration duties such as the filing, copying, cataloguing, retrieval and dissemination of correspondence and other documentation
- Assist CTA and Site Managers with the preparation of presentations and any research of relevant documents
- Assist in the preparation of meeting venues as necessary and appropriate draft briefs, reports and final statements and formulate correspondence
- Mobilization and situating of personnel (for travel, accommodations, training etc.)
- Mobilisation of resources (ensuring on site availability of equipment and materials)
- Provide the CTA with assistance where necessary for the daily administration of the project

MINIMUM REQUIREMENTS

Candidates should meet the following:

- **Education:** Diploma or certifications in administration, business or project management
- **Experience:** At least 5 years' experience in logistics and support to full sized projects;
- **Languages:** Fluent in English with strong writing and presentation skills

Also:

- The Consultant must be capable of working independently and with a wide variety of people from governments, agencies, private companies, NGOs, and research institutions
- Ability to work in team and establish good working relationships with different governmental and non-governmental partners;
- Strong skills in report writing and budget management;
- Knowledge of the local business environment in terms of the availability of services
- Proficiency in Microsoft Office suite and competency in common database and web applications

Desirable (not mandatory):

- A first degree in management would be an asset
- Experience with GEF project implementation, or other internationally funded projects
- Experience with FAO or other UN institutions systems and procedures;

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.

TO APPLY: Carefully read and follow the Guidelines to Applicants <http://fao.org/alc/u/guidelines>

APPLICANTS ARE REQUESTED TO COMPLETE THEIR PROFESSIONAL PROFILE FORM IN THE FOLLOWING LINK <http://www.fao.org/employment/irecruitment-access/en/> (DO NOT SEND CVs) AND SEND A SCANNED COPY TOGETHER WITH A COVER LETTER INDICATING INTEREST AND AVAILABILITY TO:

Send your application to:

VA GEF 1/2015 - "PROJECT OFFICER, GCP/TRI/003/GFF"

FAO, Trinidad and Tobago

134-138 FREDERICK Street, Port of Spain , Trinidad and Tobago

E-mail: FAO-TT@FAO.ORG

This Vacancy is open for both men and women.

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