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| **FAO_black_50** | **Food and Agriculture Organization of the United Nations** | | | | |
| **Professional Vacancy Announcement No: 11/2014** | | | | |
| **Issued on:** | | | | | **19/08/2014** |
| **Deadline For Application:** | | | | | **01/09/2014** |
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| **Position Title:** | | **FAO GEF Project Task Manager (PTM)** | **Grade Level:** | CONSULTANT | |
|  | |  | **Duty Station:** | Santiago, Chile | |
| **Organizational Unit:** | | FAO CHILE | **Duration \*:** | 6 months (with possible extension) | |
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| **DUTIES AND RESPONSIBILITIES**  Under the general supervision of the Deputy Regional Representative and in close consultation with the FAO Lead Technical Officers and the Lead Technical Units of the projects, with the GEF Coordination Unit in HQ and under the direct supervision of the GEF Focal Point in RLC, the Project Task Manager (PTM) will be supporting the formulation and evaluation of GEF projects in the region. Regarding the projects in Chile, the incumbent will be in charge of the day-to-day provision of technical guidance and supervision of progress in project implementation and financial management.  More specifically, the PTM will provide support in the following main **tasks and responsibilities**:  **Formulation (at Regional level):**   1. Assist FAO Representatives in the identification of projects ideas for GEF funding as requested by governments, which are coherent with FAO’s priorities and strategic framework; 2. Identify national organizations and partners and specific roles. 3. Prepare terms of reference of consultancies for the design of GEF projects in specific thematic areas of work or for the general design of projects; 4. Participated in the PIF , PPG and full project preparation including revision, corrections and inclusion of comments; 5. Backstop national organizations in preparing timely inputs of official documentation, for the preparation of project documents. 6. Ensure the consistency and quality of the project document for being presented to the GEF Coordination Unit in HQ.   **Project Implementation (at Chile level):**   1. Organize and carry out inception workshops with all stakeholders to have a clear view on roles and responsibilities during project implementation. 2. Guarantee permanent coordination and fluent information among national agencies and with FAO. 3. Provide technical oversight and guidance on activities carried out by projects, ensuring coherence with FAO’s Country Program Framework and strategic framework and, if requested, coordinate technical inputs and conduct periodic supervision and technical backstopping missions; 4. Follow up on any problem solving or risk mitigation actions identified in project progress reporting or during supervision missions to insure timely and effective project execution, and seek guidance and assistance from Lead Technical Officers and Lead Technical Unit if needed; 5. Review and revise annual work plans and budgets (AWPB), project reports in support to the Budget Holder and the Lead Technical Unit, and in consultation with the GEF Coordination Unit; 6. Review and revise Terms of Reference of Consultancies, Letters of Agreement and Contracts foreseen under the projects, in accordance with their respective annual work plans; 7. Represent FAO in selection committees and review and support the Budget Holders in providing FAO clearance to selection and bidding material, documentation and processes in the case of NEX projects; 8. Prepare the draft annual Project Implementation Review (PIR) reports, based on the six month project progress reports (PPR) and findings from supervision and technical backstopping missions, and support the Lead Technical Officers in their finalization; 9. Support the Budget Holder in the review and clearance of financial statement of expenditures and funds transfer requests from NEX executing partners in consultation with the GEF Coordination Unit;   **Project evaluation (at Chile level):**   1. In consultation with the FAO Evaluation Office, the Lead Technical Unit and the GEF Coordination Unit prepare draft TORs (to be finalized by the FAO Evaluation Office) and support the organization of the mid-term and the final evaluations and contribute to the development of an eventual agreed adjustment plan in project execution approach and supervise its implementation. | | | | | |

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| **MINIMUM REQUIREMENTS**  *Candidates should meet the following:* |

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| * **Education:** The candidate shall be graduated in related Natural or Environmental Sciences. Post-graduate diploma in Natural Resources Management or closely related subject is a plus. * **Experience:** At least 6 years of professional work experience in project implementation. GEF project implementation is a plus; * **Languages:** Fluent in English and Spanish (writing and speaking)   **Also:**   * Good knowledge of IT and spreadsheet tools; * Good interpersonal and communication skills; * Ability to work in team and establish good working relationships with different governmental and non-governmental partners; * Ability to take initiative when needed and to work without tight supervision. * At least 4 GEF projects formulated;   **Desirable (not mandatory):**   * Experience with FAO or other UN institutions systems and procedures; * Any of the following knowledge: remote sensing, statistics, forest information system, socio-economic surveys. |

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| *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.* | | |
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| *This Vacancy is open for both men and women.* | |
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| **FAO IS A NON-SMOKING ENVIRONMENT** | |