Under the overall guidance of the FAO Representative in Liberia, and technical supervision of the FAO Regional and Sub-Regional Offices, in close consultation with the Managing Director of the FDA, the National Consultant shall work under the direct supervision of the National Project Coordinator and shall be directly responsible for the following lines of duties.

1. Assist the National Project Coordinator to compile relevant project information and report and prepare detailed project work plan, budget and reports (inception, progress, terminal reports and other reports) and submit to relevant authorities as provided in project document.

2. Liaise and coordinate with the FDA, FAO, UN Agencies, Line Ministries, and NGOs and relevant partners to ensure successful implementation of the project and remain responsible for the staff and activities of the project and delivery of outputs throughout the service tenure.

3. Establish forest database and information system (including the website) after assessing the requirements of the FDA and other stakeholders. Explore opportunities to improve the database and information system developed in consultation with the experts.

4. Arrange meetings and visits with relevant government agencies, UN Agencies, NGOs, private companies and forest sector institutions and support the Consultants and FAO Missions to ensure smooth and successful delivery of results.

5. Create national awareness of the forest database and information system and increase the visibility for the project.

6. Facilitate workshops and training with key development partners as envisaged in the project.

7. Establish appropriate monitoring and evaluation procedures and ensure successful implementation.

8. Supervise all project activities and ensure project management and timely implementation.

9. Perform other duties as reasonable for successful project implementation.
Qualifications: A university degree in Forestry or related field with experience in government and private sector. Excellent interpersonal and communication skills (excellent spoken and written English) with project management background are essential. At least short-term experience with database and information system management is also required.

Duty Station: FDA, Monrovia, with travels to the field.

Duration: Ten (10) months.

How to Apply
Interested candidates are advised to send their CVs, cover letter, and copies of educational certificates in a sealed envelope clearly mentioning the position applied for on the top left corner of the envelope no later than Wednesday, 19 December, 2012 at 12:00 Noon to the following address:

The Country Representative
Food and Agriculture Organization (FAO) of the United Nations
2nd Floor, H. G. Plaza
Sekou Toure Avenue
Monrovia – Liberia

Only shortlisted candidates will be contacted. FAO is an equal opportunity employer, qualified females are encouraged to apply.