



Issued on: 19 JANUARY, 2022
Deadline For Application: 2 February, 2022

JOB TITLE: National Project Coordinator	TYPE OF CONTRACT: NPP
LOCATION: FAO REPRESENTATION IN LIBERIA	DUTY STATION: Monrovia, Liberia
ORGANIZATIONAL UNIT: FRLIR	DURATION: 12 months (with possibility of extension subject to availability of funds)

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

**Qualified female applicants and qualified nationals are encouraged to apply.
Persons with disabilities are equally encouraged to apply.
All applications will be treated with the strictest confidence.**

Organizational Setting

The main aim of the FAO country offices, which are headed by an FAO Representative, is to assist governments to develop policies, programmes and projects to achieve food security and to reduce hunger and malnutrition, to develop the agricultural, fisheries and forestry sectors, and to use their environmental and natural resources in a sustainable manner.

FAO Liberia is implementing two joint programmes. With funding from the PBF (Peacebuilding Fund), the Office supports the implementation of outcome two of the project: “**Delivering Peace Dividends in Liberia: Consolidating National, Regional and Local Reconciliation and Social Cohesion Opportunities**”. Additionally, the project titled: “**Building Resilience of Youth, Women, and Vulnerable Groups through Social Protection Floor in Liberia using ICT**”, will be simultaneously implemented, working with relevant UN agencies, Government of Liberia and private actors. To lead the Office’s engagements and delivery of activities, under these projects, FAO Liberia seeks the services of a Project Coordinator. S/he will work fulltime and lead all aspects relevant to the achievements of the objectives of the projects.

Reporting Lines

Under the overall guidance of the FAO Representative in Liberia and the direct supervision of the Assistant FAO Representative for Programme, the National Project Coordinator, liaising with Lead Technical Officers (LTOs) and relevant colleagues at the country, sub-regional, regional and headquartered offices, will undertake the tasks outlined below.

Technical Focus

The National Project Coordinator will be responsible for the management and implementation of the project activities in accordance with the work plan and budget.

Tasks and Responsibilities

The incumbent will undertake the following:

- Prepare annual work plans/budgets and submit for consideration and approval
- Support the organization of project inception meetings/working sessions
- Support the establishment and continuous strengthening of project steering committees, project implementation teams, and technical working groups
- Liaise with relevant FAO units (country office, sub-regional, regional, and headquartered) to lead from FAO’s angle, the implementation of all activities
- Lead the preparation of annual (further disaggregated per quarter) procurement, HR and travel plans
- Lead the preparation of (narrative) reports and support the drafting of financial updates/reports
- Support the preparation of annual M&E plans;
- Undertake required field missions and ensure timely submission of back-to-office reports
- Support the preparation, signing/contracting, and monitoring of the implementation contracts (LoAs, Commercial contracts) and MoUs under the projects
- Support the development of communications products key to ensuring FAO, partner and donor visibility at all levels
- Ensure that all cross-cutting – including Engineering, M&E, Communications, Agronomic, Policy, Operational, Finance, HR/Travel, Procurement and Logistical – support services are obtained as required

- Support the Programme Unit and Country Team in other areas as required
- Perform other duties, as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Minimum of a Master Degree in International Development, Project Management, or related field.
- At least 5-years experience in project management and implementation or in any of the areas of Peacebuilding, Agri-business, Food System Development, Social Protection, and IT/Digital Innovation Strategy will be an added advantage
- Working knowledge of English
- National of Liberia

FAO Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Demonstrated result based management capabilities with an ability to manage programme budgets and human resources
- Ability and willingness to travel extensively in support of project implementation
- Knowledge in research analysis and programme development
- Work experience in more than one location or area of work, particularly in field positions is essential
- Demonstrated result based management capabilities with an ability to manage programme budgets and human resources.
- Ability and willingness to travel extensively in support of project implementation.
- Excellent communication, networking, written and presentation skills.
- Familiar with United Nations System and/or FAO's programming mechanisms.
- Experience in developing and delivering training curricula to extension services and farmers is an asset.

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

ADDITIONAL INFORMATION

- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- Incomplete applications will not be considered. If you need help please contact: Careers@fao.org
- Applications received after the closing date will not be accepted.
- Only language proficiency certificates from [UN accredited external providers](#) and/or FAO language official examinations (LPE, ILE, LRT) will be accepted as proof of the level of knowledge of languages indicated in the online applications
- For additional employment opportunities visit the FAO employment website: <http://www.fao.org/employment/home/en/>

HOW TO APPLY

Candidates are requested to attach a letter of motivation to the online profile.
We encourage applicants to submit the application well before the deadline date.
If you need help, or have queries, please contact: Careers@fao.org

FAO IS A NON-SMOKING ENVIRONMENT
