



**CALL FOR EXPRESSIONS OF INTEREST N° :**

**Issued on:**

**Deadline For Application:**

---

<b>JOB TITLE:</b> National Programme Specialist	<b>TYPE OF REQUISITION:</b> Consultant
	<b>DUTY STATION:</b> Monrovia, Liberia
<b>ORGANIZATIONAL UNIT:</b> FAO REPRESENTATION IN LIBERIA (FRLIR)	<b>DURATION:</b> Up to 11 months with possibility of extension.

---

**IMPORTANT NOTICE:** Please note that Closure Date and Time displayed above are based on date and time settings of your personal device

- [FAO is committed to achieving workforce diversity in terms of gender, nationality, background and culture](#)
- [Qualified female applicants, qualified nationals of non-and under-represented Members and person with disabilities are encouraged to apply](#)
- [Everyone who works for FAO is required to adhere to the highest standards of integrity and professional conduct, and to uphold FAO's values](#)
- [FAO, as a Specialized Agency of the United Nations, has a zero-tolerance policy for conduct that is incompatible with its status, objectives and mandate, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination](#)
- [All selected candidates will undergo rigorous reference and background checks](#)
- [All applications will be treated with the strictest confidentiality](#)

### **Organizational Setting**

The Food and Agriculture Organization of the United Nations (FAO) contributes to the achievement of the 2030 Agenda through the FAO Strategic Framework by supporting the transformation to MORE efficient, inclusive, resilient and sustainable agrifood systems, for better production, better nutrition, a better environment and a better life, leaving no one behind.

FAO is a specialized agency of the UN that leads international efforts to defeat hunger. FAO's goal is to achieve food security for all and ensure that people have regular access to enough high-quality food to lead active, healthy lives. With 195 Members (194 countries and the European Union), FAO works in over 130 countries worldwide.

FAO Country Offices, working under overall corporate guidance and in line with the Strategic Framework, offer policy advice and support to countries in the mandated areas of FAO, facilitated through partnerships, resources and an active country programme to provide technical assistance, develop capacities and deliver core services while fully observing international standards of accountability to establish leadership and strengthen impact at the country level.

The offices deliver on the programmatic priorities of each country as agreed in their respective Country Programming Frameworks (CPFs) aligned to the UN Sustainable Development Cooperation Framework (UNSDCF) and ensure effective and efficient operations with adequate human and financial resources.

Specifically, FAO Country Offices:

- advocate, inform and support policies and investments in the areas of FAO's mandate;
- provide technical assistance and deliver core services;
- assist and catalyse partnership and resource mobilization activities to support agrifood systems transformation;
- position FAO as the specialized/authoritative technical agency in food and agriculture and agrifood systems transformation; and
- ensure risk-smart and accountable operations and management.

### **Reporting Lines**

The National Programme Specialist reports to the FAO Representative (FAOR).

### **Technical Focus**

Programme development, coordination and operational assistance based on the knowledge of the local conditions, culture, language and institutions of the country of assignment.

### **Tasks and responsibilities**

- Liaises and assists government authorities and local, national and international institutions in the areas of FAO's activities in the country and with other UN agencies. He/she may represent FAO at interagency meetings as required.
- Promotes the image of FAO through advocacy of the Organization's mandate, programmes, national priorities and activities including development and maintenance of communication tools such as website, press releases and publications, and support the implementation of FAO's regulatory framework (Codex Alimentarius, Code of Conduct for Responsible Fisheries, Safe Use of Pesticides, etc.) in the country.

- Coordinates the collection, consolidation and maintenance of country data on food, crops, livestock, forestry and fisheries, including information on external aid in FAO's corporate systems and monitors changes in national policies affecting the agricultural sector.
- Participates in producing technical, economic and policy studies as required and developing country level development frameworks such as the Country Programming Framework (CPF) and the United Nations Sustainable Development Cooperation Framework (UNSDCF).
- Participates in the identification, formulation and preparation of programme and project proposals; monitors and reviews the status of programme/project implementation to ensure that all operational activities are carried out in line with the work plan and the project document; identifies inconsistencies and delays and, when necessary, proposes corrective measures to overcome operational constraints.
- Support project leads in work-planning, implementation, reporting and project coordination with stakeholders, initiate actions to be taken with relevant partners, Agencies, institutional and stakeholders on issues related to projects management to enhance effective implementation of programmes.
- Leads in preparation and drafting of project terminal reports related documents/reports (work programme, programme budget, etc.).
- Serve as lead for the preparation of briefs, leaflets and terminal reporting regarding the FAO Liberia projects, ensuring liaison with relevant technical units for technical quality of CNs, project documents and project terminal reports; and initiate assessments to provide evidence-based for formulating new projects.
- Participate in formulating regular progress reports, final reports, briefs and comprehensive reports for ongoing projects as well as correspondence with recipient governments and donors.
- Briefs, trains and supervises lower grade level programme staff regarding all aspects of the job. Ensures adherence to procedures and work requirements, as well as accuracy and diligence of the work provided
- Represents the FAO Representative at meetings and forums related to country programming.
- Performs any other related tasks as assigned.

## **CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING**

### **Minimum Requirements**

- National of Liberia.
- Advanced university degree in agriculture Agricultural Economics, Development Economics, Sustainable Agriculture (including livestock, forestry and fisheries), business administration or related field.
- At least 7 years of relevant experience in technical cooperation's related activities, policy advice and analysis relating to food and nutrition security, agriculture and rural development, fishery, forestry, monitoring and evaluation of policies and programmes.
- Demonstrated ability to liaise and build partnerships with UN agencies, NGO, and government institutions on drought, floods, cyclones triggers development.
- Working knowledge (proficient ' level C) of English and limited knowledge (intermediate - level B) of one of the other official FAO languages (Arabic, Chinese, French, Russian or Spanish).

### **FAO Core Competencies**

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

### **Technical/Functional Skills**

- Extent and relevance of experience in programme/project development and management.
- Demonstrated understanding of the purpose and functions of the technical programme, operational guidelines and project/programme management procedures, preferably those adopted by the United Nations or FAO.
- Extent and relevance of experience in the field of policy analysis relating to food and nutrition security, agriculture and rural development.
- Extent and relevance of experience in the collection of country data on food, crops, livestock, forestry and fisheries.
- Extent and relevance of experience in the identification, formulation and preparation of programme and project proposals as well as programme/project implementation, monitoring and review.
- Relevance and extent of experience in working with inter-governmental bodies

---

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

---

## **ADDITIONAL INFORMATION**

- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing)
- Applications received after the closing date will not be accepted
- Please note that FAO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU) / United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed at <http://www.whed.net/>
- For additional employment opportunities visit the FAO employment website: <http://www.fao.org/employment/home/en/>

- Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.
- 

## **HOW TO APPLY**

- To apply, visit the recruitment website at [Jobs at FAO](#) and complete your online profile. We strongly recommend that your profile is accurate, complete and includes your employment records, academic qualifications, and language skills
- Candidates are requested to attach a letter of motivation to the online profile
- Once your profile is completed, please apply, and submit your application
- Candidates may be requested to provide performance assessments and authorization to conduct verification checks of past and present work, character, education, military and police records to ascertain any and all information which may be pertinent to the employment qualifications
- Incomplete applications will not be considered
- Personal information provided on your application may be shared within FAO and with other companies acting on FAO's behalf to provide employment support services such as pre-screening of applications, assessment tests, background checks and other related services. You will be asked to provide your consent before submitting your application. You may withdraw consent at any time, by withdrawing your application, in such case FAO will no longer be able to consider your application
- Only applications received through the FAO recruitment portal will be considered
- Your application will be screened based on the information provided in your online profile
- We encourage applicants to submit the application well before the deadline date.

If you need help or have queries, please create a one-time registration with FAO's client support team for further assistance:  
<https://fao.service-now.com/csp>

**FAO IS A NON-SMOKING ENVIRONMENT**