



Issued on: 20 OCT, 2023

Deadline For Application: 27 OCT. 2023

**JOB TITLE:** Project Management Specialist (Community Forestry) – (SC8-PEG2)

**LOCATION:** FAO REPRESENTATION IN LIBERIA

**ORGANIZATIONAL UNIT:** FRLIR

**TYPE OF CONTRACT:** NPP  
**DUTY STATION:** Monrovia, Liberia  
**DURATION:** 12 months (with 3 months' probation and the possibility of extension subject to performance)

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

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- [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](#)

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### 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 a joint programme on Community Forestry Management in two of Liberia's priority landscapes. With funding from the Embassy of Sweden, and under a UN-to-UN arrangement with UNDP, through the Multi Partner Trust Fund (MPTF). FAO will implement the programme working with the Forestry Development Authority (FDA) and other relevant government institutions, international and national non-governmental organizations, as well as development institutions working towards sustainable natural resource management, environmental protection and biodiversity conservation. To lead the Office's engagements and delivery of programmatic outputs including engagements with the private sector for partnerships and service provisions, FAO Liberia seeks the services of a Project Management Specialist. S/he will work fulltime and lead all aspects relevant to the achievements of the objectives of the programme components led by FAO, and support the team at UNDP for the overall delivery under a joint programme management unit.

The Joint Programme, funded by Sweden, is entitled "Community-Based Forestry and Protected Area Management: Boosting Biodiversity Conservation and Improving Livelihoods of Forest-Fringe/Forest-Dependent Communities and Groups in Liberia". It seeks to strengthen management of community forests and protected areas in Liberia through improved governance of community forest management bodies, capacity building of forest regulatory institutions, empowerment of national CSOs/NGOs and Forest and Farm Producer Organizations, integrated natural resources management and the promotion of sustainable livelihood incentives for forest fringe communities. The Joint Programme, building on the experiences of each organization, will work across the following four components:

- **Component 1:** Enabling policy, governance framework and institutional capacity for CFM
- **Component 2:** Promote effective community-based management of PAs and INRM in the target landscapes
- **Component 3:** Create and strengthen resilient, low-emission land management, equitable, non-timber forest product smallholder value chains through sustainable business development of forest and farm producers, and their organizations (e.g., cooperatives)
- **Component 4:** Knowledge management, communication and awareness, gender mainstreaming, and monitoring & evaluation

The Joint Programme builds on the findings of the Snap Analysis for the Forestry Sector in Liberia commissioned by the Embassy of Sweden in Liberia with report finalized in January 2022.

### **Reporting Lines**

Under the overall guidance of the FAO Representative in Liberia and the direct supervision of the Assistant FAO Representative for Programme, the Project Management Specialist, liaising with the Lead Technical Officer (LTO) and other technical officers of supporting thematic units, other relevant colleagues at the country, sub-regional, regional and headquartered offices, will undertake the tasks outlined below.

### **Technical Focus**

The Project Management Specialist will be responsible for the management and implementation of the programme 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 programme inception meetings/working sessions
- Support the establishment and continuous strengthening of programme steering committees, programme implementation teams, and technical working groups
- Initiate and participate in national discussions on sustainable forest management, forest conservation, community forestry, forest landscape restoration, afforestation and reforestation programs;
- Liaise with relevant FAO units (country office, sub-regional, regional, and headquartered) to lead from FAO's angle, the implementation of all activities
- Provide technical support to key government partners responding to specific technical assistance requests and needs, including, but not limited to backstopping national processes and providing trainings and workshops;
- Support the implementation of community forestry, sustainable forest management, and protected area management and forest landscape restoration activities in Liberia, including but not limited to the current program;
- Facilitate program activity planning, logistics, implementation and reporting;
- Work closely with local communities, state services, partner civil society organizations to ensure mobilization of stakeholders to achieve programme results
- 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, Operational Partners Implementation Modality – OPIM, if any) and MoUs under the programmes
- Support the development of communication 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
- As needed, support the development of programme concept notes and proposals for new programs and attracting investments in sustainable forest management, community forestry, protected area management and forest landscape restoration;
- Support the Programme Unit and Country Team in other areas as required relevant to forestry and beyond, consistent with expertise
- Represent the country office at technical and partner meetings at national and international forums
- Perform other duties, as required.

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

### **Minimum Requirements**

- Minimum of a Master Degree in International Development, Project Management, Forestry, Agroforestry or related field in the social or natural sciences.
- At least 5 – 7 years' experience in project management, and implementation and programme delivery, in the area of forestry, agro-forestry, agro ecology, biodiversity conservation, natural resource management, community-based development planning is required
- 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

- Knowledge of core technical and policy issues pertinent to community forestry, sustainable forest management, protected area management, and forest landscape restoration in the Guinean forest including Liberia;
- Experience working with international partners or donors preferred with a strong preference to candidates with prior experience working with Swedish International Development Agency;
- Demonstrated ability to provide technical coordination and leadership with a broad range of interested parties, across cultures, languages, and varying capacity levels;
- Experience working with national governmental technical agencies, civil society organizations, and other international technical partners (preferred);
- Strong program management and organizational skills including concept note development and donor reporting;
- Proficient computer skills including Microsoft Office and database management (required) and GIS (preferred);
- Experience working in the field with rural communities and local government authorities for potentially extended periods of time;
- Demonstrated result based management capabilities with an ability to manage programme budgets and human resources
- Ability and willingness to travel extensively in support of programme 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 programme implementation.
- Excellent communication, networking, written and presentation skills.
- Familiar with United Nations System and/or FAO's programming mechanisms.
- Experience in developing and delivering community forest management plans is an asset.

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

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## ADDITIONAL INFORMATION

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- 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](mailto:Careers@fao.org)
- 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>

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