



GCP/RAS/247/EC – Support to the EC Programme on Linking Information and Decision-Making to Improve Food Security for Selected Greater Mekong Subregional Countries

VACANCY ANNOUNCEMENT

Title: National Project Personnel
Duty Station: Vientiane, Lao PDR
Duration: 11 months (renewable depending on resource availability and performance)

Duties and Responsibilities:

Under the overall supervision of the Coordinator, Regional Operations Branch (RAPR) of the FAO Regional Office for Asia and the Pacific (RAP), the direct technical supervision of the Chief Technical Adviser, the guidance of the National Focal Point and the FAO Representative in Lao PDR, and in close coordination with the Food Security and Agricultural Projects Analysis Service (ESAF) and RAP Economic and Social Department Group (RAPE) staff involved with “GCP/RAS/247/EC Support to the European Commission Programme on Linking Information and Decision-Making to Improve Food Security for Selected Greater Mekong Subregional Countries”, the National Project Personnel will:

- ensure the effective implementation, day-to-day management and coordination of project activities in close coordination with the national focal point, the CTA, and the FAO Representative;
- closely monitor and report project progress and status to the national focal point and the CTA with recommendations for follow-up actions as appropriate;
- develop and maintain close coordination and proactive networking with various national authorities, international organizations, NGOs and other national stakeholders concerned;
- act as an agent in the field for project’s advocacy and communication strategy;
- identify and assess national training needs, and assist with all aspects of organizing workshops, technical consultations, seminars, periodic and ad-hoc meetings, and in-country capacity building training courses (from planning to preparation to implementation to evaluation), and when necessary, act as an interpreter for the project staff and local participants;
- assist the national focal agency to collect, update, maintain, and disseminate information and data required to achieve project objectives - e.g. subnational-level market information, crop statistics, agrometeorological data, geospatial data - including provision of support to the national focal agency to disseminate and report market information and intelligence monthly and quarterly;
- draft a national work plan and budget by analysing and reflecting national capacity building needs, critical data and information gaps, strengths and constraints, and other factors affecting timely delivery of outputs and achieving the project objectives;
- conduct research/study as required in consultation with the CTA, and assist the CTA or consultants draw up technical reports such as market intelligence situation analysis reports;
- assist the national focal agency to design and maintain relevant project information in the project website;
- contribute to the recruitment and supervision of national consultants and to project-related missions;
- ensure timely delivery of envisaged outputs and technical reports to help achieve the objectives of the project; and
- perform any other duties as required.



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Essential Qualifications:

- university degree in agriculture, economics, development studies, health and nutrition, environmental science, or a related field;
- four years of relevant experience in the technical implementation or coordination of development programmes or projects on food security, poverty reduction, rural development, market analysis, agrometeorology, or disaster management;
- working knowledge of English.

Selection Criteria:

- demonstrated capacity to work with multidisciplinary teams and to establish and maintain good working relationships with project counterparts and stakeholders at both central and field levels;
- proven experience in working on cross-sectoral issues involving stakeholders from diverse backgrounds with strong organizational, coordination, networking, and programming skills;
- proven experience in effectively organizing meetings and workshops, and in closely monitoring and reporting work progress;
- extent of experience in the use of data processing software such as Excel, SPSS and ArcGIS, and/or knowledge of web applications are an asset;
- demonstrated ability to effectively use resources and achieve results with strong motivation to learn and apply to the work as well as the ability to work under minimum supervision;
- excellent communication and writing skills in the local language(s).

Deadline:

1 May 2009

Please complete and send your FAO or UN Personal History Form or CV to:

E-mail: VA-247-09-PRJ-RAPR@fao.org

Coordinator, Regional Operations Branch (RAPR), FAO Regional Office for Asia and the Pacific
FAO 39 Phra Atit Road 10200 Bangkok THAILAND
Fax No: +66 2 6974445