



## Food and Agriculture Organization of the United Nations

Vacancy Announcement No: **FAO/SRB/2017/001**

Deadline: 15 January 2018

Job Title: **National Project Coordinator (NPC)**

Project: GCP/SRB/002/GFF

Location: Belgrade, Serbia

Remuneration: UN Service Contract SB4/3

Expected Date of Assignment: January 2018

Duration: December 2018 (renewable)

### GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Background: Under the overall supervision of the Assistant Director General / Regional Representative for Europe and Central Asia (REU), in close coordination with GEF National Project Director, and under the technical supervision of the Lead Technical Officer and the operational supervision of the FAO Programme Coordinator, and in close liaison with FAO Serbia personnel and national counterparts, the National Project Coordinator (NPC) will be responsible for the management of the FAO Programme funded by the Global Environmental Fund (GEF), ensuring technical quality of activities' implementation. In particular, the incumbent will carry out the following tasks:

- Manage Project Team (PT);
- Prepare annual and quarterly work plans and related budget (WP/B) and prepare TOR for all inputs;
- Ensure all PT staff and all consultants fully understand their role and their tasks, and support them in their work;
- Oversee day-to-day implementation of the project in line with the WP/B;
- Assure quality of project activities and project outputs;
- Organise regular planning and communication events, starting with inception mission and inception workshop;
- Oversee preparation and implementation of M&E framework;
- Oversee preparation and implementation of Project communication and knowledge management frameworks;
- Prepare progress reports and all monitoring reports;
- Lead interactions with stakeholders;
- Liaise with government agencies and regularly advocate on behalf of the Project;
- Coordinate project interventions with other ongoing activities, especially those of co-financers and other GEF projects;
- Facilitate and strengthen collaboration between national project's stakeholders and regional/international partners to ensure smooth implementation and delivery of project's activities;
- Support the establishment of the project as an umbrella for SFM implementation in Serbia and encourage regional/international partners to support this initiative;
- Regularly promote the project and its outputs and findings on a national, and where appropriate, regional stage;
- Reports to: Budget Holder and LTO.

#### Qualifications and experience:

- Advanced degree in natural resources management or related fields;
- At least ten years of experience in the project/programme management in the natural resources management sector in Serbia.

#### Competencies and skills:

- Demonstrated ability to adopt new ideas;
- Good organizational and interpersonal skills;
- Demonstrated commitment to participatory and bottom-up approaches;
- Demonstrated ability to communicate, including advocating to government agencies;
- Excellent English and Serbian written and spoken language skills.

**SUBMISSION OF APPLICATION:** Please submit a Letter of Interest and Curriculum Vitae by email quoting in the subject line **VA: FAO/SRB/2017/001** and send to:

[FAO-RS@fao.org](mailto:FAO-RS@fao.org)

Kindly note that this is a local position open to nationals of Serbia and to individuals who have a valid residence/work permit.

**DEADLINE FOR APPLICATION: 15 January 2018**

**Only shortlisted candidates will be notified.**