



## FAO Representation - Afghanistan

### VACANCY ANNOUNCEMENT

**Issued Date:** 26 October 2020  
**Closing Date for Applications:** 09 November 2020

VA NO. FAO/KBL/PRJ/PSA/18-2020	
<b>Functional Title:</b>	National Consultant - Liaison Officer
<b>Type of Contract:</b>	Consultancy / Personal Service Agreement (National Consultancy/PSA.NAT)
<b>Grade / Level:</b>	C – Level/Category
<b>Number of Post (s) :</b>	01 (One)
<b>Duration :</b>	06 Months (90 Working Days)
<b>Extendable / Renewable:</b>	Extendable, Based on Satisfactory Performance & Budget Availability
<b>Probationary Period:</b>	Initial 3 Months
<b>Project / Programme / Unit:</b>	Household Food and Livelihood Security (UTF/AFG/083/AFG) – Project
<b>Duty Station:</b>	Kabul - With Possible Domestic Field Missions within the Country
<b>Sub – Station:</b>	Nil
<b>DUTIES / RESPONSIBILITIES:</b>	
<p><b>Organization Settings:</b> Through its Country Offices, or FAO Representations, FAO assists governments to develop policies, Programmes and projects to address hunger, food security and malnutrition, and provides technical support for the sustainable development of their agricultural, livestock, animal health, and irrigation and forestry sectors as well as emergency preparedness and response. The activities of the FAO Representation include design and implementation of country-tailored field Programmes, liaison with local donor representatives and active public awareness raising and outreach activities related to the mandate of FAO.</p> <p>FAO assistance in Afghanistan achieves its objectives through capacity development and direct project implementation in four specific areas of FAO's technical expertise:</p> <ul style="list-style-type: none"><li>▪ Better governance through improved capacity for policy planning, land reform, decentralization, and management of common natural resources;</li><li>▪ Fostering expansion of irrigation and field water management;</li><li>▪ Intensive agriculture for surplus commercialization, value chains development, and job creation;</li><li>▪ Supporting vulnerable farmers for improved food and nutrition security, resilience, and emergency response to natural and man-made disasters and climate change.</li></ul> <p>The subject position is located in FAO project in Kabul – Afghanistan, with possible travels to project targeted provinces.</p> <p><b>Project Background:</b> The main executing agency of the project is the General Extension Directorate of the Ministry of Agriculture, Irrigation and Livestock (MAIL) with direct support from the Provincial/District Agriculture, Irrigation and Livestock (PAILs/DAIL). FAO will be the main project technical partner, providing technical supervision, coordination, and implementation support. Other partner institutions include universities (providing training of trainer support), the Ministry of Education (providing adult literacy Education) and traders (market linkages support).</p>	

**Technical Focus:**

The main objective of the project, “Technical Assistance to Sustainable Agriculture and Rural Development” is to improve agricultural production and productivity of smallholder farmers and small agro-producers in four Districts of Herat Province through the provision of agriculture services and input adopting an Extension system and mechanism.

**Key Results:**

The project activities are implemented successfully, timely and effectively in conformity with the objectives of the project. The incumbent is responsible to conduct extensive coordination with MAIL and other stakeholders.

**Main Purpose:**

The National Consultant - Liaison Officer will work as a part of the HFSL project (UTF/AFG/083/AFG). The main purpose of this post is to enhance and strengthen coordination among HFLS projects and other stakeholders.

**Supervision Received/Exercised:**

The National Consultant - Liaison Officer will work under the overall supervision of the FAO Representative/Country Director in Afghanistan and direct supervision of the National Project Manager, and in close collaboration with the relevant staff in FAO Afghanistan and counterpart in particular with the General Directorate of Extension, the Liaison Officer will fulfill the following tasks under Household Food and Livelihood Security (HFLS) projects to ensure successful implementation of project:

**Duties and Responsibilities:**

- Facilitate the smooth liaison between Household Food and Livelihood Security Projects (HFLS), Ministry of Agriculture, Irrigation and Livestock and other government, international and private sector stakeholders by maintaining regular contact and networking in order to promote smooth implementation of HFLS projects’ activities;
- Assist Project team in order to organize and facilitate FAO related meetings with the MAIL and its relevant departments;
- Assist Project team to follow up HFLS projects documents, letters and queries from MAIL;
- Assist Project team to fix appointments with MAIL and take necessary actions to facilitate meetings;
- Assist National Project Manager of HFLS projects in developing correspondence and follow up with MAIL and its relevant departments;
- On the instruction from the Project Manager, relay instructions and messages to the Contractor in a prompt manner;
- Manage and organize HFLS project’s steering committee in due time with strict follow – up of the decisions taken;
- Act as a Focal Point for information sharing between HFLS projects and other similar projects at MAIL level, with special emphasis on communicating project results and lessons learned;
- Act as a focal point and manage liaison with relevant stakeholders on new HFLS development projects such as Luxembourg Phase IV, Global Agriculture and Food Security Program (GASFP);

**Other Activities:**

- Perform other related duties as may be required by the NPM.

**Expected Outputs:**

- Strengthen the coordination among HFLS projects and other stakeholders
- Support and facilitate community meetings.

**MINIMUM REQUIREMENTS (TECHNICAL SKILLS AND QUALIFICATION)****Education:**

- University degree in Agriculture, Economics, Literature, Communications, Food Security, Horticulture or closely related field.

**Work Experience:**

- At least 03 (three) years of progressively responsible project support services, coordination and communication, reporting and experience in conducting official meetings and workshops;
- Basic knowledge of agriculture development, food and livelihood security, and project management, and understanding of political, institutional capacity and socio-economic contexts;
- Experience working with national and international organizations that are operating in the field of Agriculture development in Afghanistan is a significant advantage.
- Previous work experience with UN would be an advantage.

**Other Technical/Functional Skills:**

- Good knowledge and understanding of MAIL programmes and administrative/management procedures;
- Strong demonstrated experience in arranging meetings, coordinating activities and exchanging correspondences;
- Demonstrated experience in working independently, and as a constructive member of a team;
- Ability or willingness to travel extensively in remote or inaccessible areas to conduct meeting and awareness raising;
- Having necessary motivation to work as a team through creating a supportive environment;
- Knowledge of common UN administrative and financial rules and regulations;
- Ability to organize work systematically, set priorities and meet deadlines;
- Ability to structure and convey information in an appropriate format and timely, ensuring accuracy and consistency;
- Good writing skills in English
- Good computer skills with extensive experience in word processing, spreadsheets, and other software application

**Language Skills:**

- Good knowledge of English and local languages, both spoken and written skills.

**QUALIFICATION (DESIRABLE)**

- **Core competencies:** FAO core competencies include: Understanding FAO's mandate and its global context; planning, organizing, and delivering quality results; communicating to build understanding and support; working together in teams and partnerships; engaging in continuous learning.
- **Operational Effectiveness:** Working independently, structuring tasks, establishing priorities and adhering to deadlines. Show a high degree of accuracy and attention to detail. Contribute ideas and suggestions for process improvement.
- **Client Orientation:** Focus on results for the client. Attend to inquiries from internal and external clients in an effective, timely and courteous manner. Treat clients with courtesy and respect even when working under pressure. Express a high level of professionalism.
- **Interpersonal Communications and Teamwork:** Work effectively and efficiently with staff at all levels, listen to others and openly share own ideas. Express sensitivity, cultural empathy and respect for diversity. Productively handle differing views and opinions and strive for achievement of shared goals. Respond positively to feedback.
- **Knowledge Exchange and Learning:** Share own knowledge and promote a learning culture within the work environment. Actively work towards professional development, including personal learning. Apply newly acquired skills and support flexibility within the work environment.

**SUBMISSION GUIDELINE:**

Interested Afghan nationals should complete the FAO Personal History Form (PHF) and submit it along with their application letter and CV to the email address below, clearly mentioning the vacancy number and post title (**National Consultant - Liaison Officer - FAO/KBL/PRJ/PSA/18-2020**) in the subject line of the email; otherwise, your email will not be considered for further process.

[FAOAF-vacancies@fao.org](mailto:FAOAF-vacancies@fao.org)

**NOTE:** Applicant who failed to attach the FAO Personal History Form (PHF) to their Application will not be considered for further process.

The above required documents can also be submitted in writing (marked "Confidential" and clearly indicating on the sealed envelope the Vacancy Announcement number and position title) to: the Assistant FAO Representative (Administration), FAO Representation, Ministry of Agriculture, Irrigation and Livestock, Jamal Mina, Opposite Kabul University, Kabul, Afghanistan.

The FAO PH Form can be downloaded using the following internet link:

<http://www.acbar.org/applicationform>

The last date for receiving applications is **09 November 2020**. Please note that applications received after closing date will not be given consideration. Only short listed candidates whose applications respond to the above criteria will be contacted for test/interview.

#### GENERAL INFORMATION:

- FAO is committed to achieving workforce gender diversity;
- People with disabilities are equally encouraged to apply;
- All applications will be treated with the strictest confidentiality;
- Candidates endorsed in the selection process for this vacancy announcement will be considered for the FAO NSHR Roster for a period of two years. The Roster is used to fill other similar positions at the same or lower grade, and in the same or another duty station inside the country;
- FAO reserves the right not to make an appointment, to make an appointment at a lower grade, or to make an appointment with a modified job description.
- Please note that all candidates should adhere to FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency.
- The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization

#### ADDITIONAL NOTES:

- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing);
- **Candidates who wish to apply for the position should indicate their preferred duty station(s) in their application letter (or email);**
- Only shortlisted candidates will be contacted for the interview/test;
- **Application received after closing date will not be given consideration;**
- Please make sure to sign the first page of your PHF while applying for the vacant post;
- **Do not forget to write the post title and VA number on subject of your email, or your application will be ignored;**
- Candidates may be requested to provide performance assessments;
- Email will only be sent to the interviewed candidates.