



FAO Representation – Afghanistan

VACANCY ANNOUNCEMENT

Issued Date: 13 June 2021
Closing date for applications: 27 June 2021

VA NO. FAO/KBL-HRT-BMN/PRJ/SC/06-2021

Functional title:	National Project Coordinator
Type of contract:	National Project Personnel / Service Contract (NPP/SC)
Grade/level:	SB-4
Number of post (s) :	4 (Four)
Duration :	12 (Twelve) Months
Extendable/renewable:	Extendable, based on satisfactory performance and budget availability
Probationary period:	Initial 3 months
Project/programme/unit:	Household Food and Livelihood Security Projects
Duty station:	(Kabul -2), (Herat-1) and (Bamyan – 1) with domestic field missions to other project locations.
Sub-station:	N/A

DUTIES / RESPONSIBILITIES:

Organization Settings:

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.

FAO's assistance in Afghanistan achieves its objectives through capacity development and direct project implementation in four specific areas of FAO's technical expertise:

- Better governance through the improved capacity for policy planning, land reform, decentralization, and management of common natural resources;
- Fostering expansion of irrigation and field water management;
- Intensive agriculture for surplus commercialization, value chains development, and job creation;
- Supporting vulnerable farmers for improved food and nutrition security, resilience, and emergency response to natural and man-made disasters and climate change.

Project Background:

The overall goal of the HFLS (Household Food and Livelihood Security) Projects is to contribute to household food security and address malnutrition and deprivation in targeted districts and provinces. This is part of a programme approach, which have extended to some districts of other provinces as well. The immediate objectives are: (i) to promote and enhance sustainable and resilient livelihoods among the most food insecure and vulnerable households; and (ii) to enhance institutional capacities and market linkages. These are achieved by:

- Improving the information base and coordination among institutions at district level for a more inclusive approach to household food security and capacity development at district level;
- providing capacity development and promotion of sustainable and resilient livelihoods through farmer field schools (FFS);
- building productive assets of the most vulnerable and resource-poor households;
- linking small-holders and livelihood groups to markets;
- Capacity development of MAIL extension workers at district level to better deliver services;

- Facilitating the roll out of MAIL extension strategy, which is an innovative and demand-driven extension system in the country with a focus on ‘farmers-first’.

The HFLS Project approach has been implemented in twelve districts of five provinces so far, Sorkhrod, Qarabagh, Paghman, Dehdadi, Bamyān-e-Markazi, Yakawlang1, Yakawlang2, Punjab districts of Nangarhar, Kabul, Balkh and Bamyān, respectively, as well as Karokh, Zandijan, Guzara and Ghoryan districts of Herat province. FAO has facilitated the implementation of HFLS projects over the past 14 years. The Government of Luxembourg, the Italian Development Cooperation, the Federal Government of Germany, Swiss Development Corporation, the International Fund for Agriculture Development (IFAD) and the Global Agriculture and Food Security Program (GAFSP) are some of the key international partners financing the HFLS projects. Valuable lessons have been learned, informing government policies and strategies for food security and institution building projects and programmes. The HFLS projects is considered as a highly successful and a model for institution and capacity building as well as directly targeting the most vulnerable and food insecure households. Furthermore, the Project’s careful review and selection of livelihoods not only targets diverse sources of income and nutrition but also introduces technologies and practices that are conducive to building resilience and adaptation to the projected climate change.

Main Purpose:

The National Project Coordinator will be responsible for successful implementation of the project by providing overall leadership and taking day to day management responsibility of the project as per project workplan and approved budget.

Working Relationships:

The National Project Coordinator works closely with a wide range of relevant colleagues/units in the FAO Afghanistan, project principal counterparts and stakeholders at provincial and central level, ensuring successful achievement of project objectives and that the desired results and outputs are delivered on-time.

Supervision Received/Exercised:

Under the overall supervision of the FAO Representative, and in close technical guidance of project LTO and direct supervision of the NPM (National Project Manager), the National Project Coordinator will carry out the following duties and responsibilities;

Key Functions/Results (Duties and Responsibilities)

- Supervise and manage project staff, consultants, counterparts, and social mobilizers working at relevant field sites ensuring that their reports and results are delivered on time and also ensuring high quality coordination at local level.
- Prepare HFLS project progress reports, as well as any other reports requested in accordance with government, FAO and financing partners’ requirements.
- Ensure the participation and involvement of relevant stakeholders in project activities so that the process is inclusive, participatory and transparent.
- Ensure the timeliness and quality of the outputs as well as timely preparation of reports on achievements and challenges faced within the project
- Ensure delivery of resources and results according to planned targets.
- Ensure the development of cross-project linkages with other relevant projects and programmes for mutually reinforcing impact
- Promote identification and synthesis of best practices and lessons learned for organizational sharing and learning.
- Provide overall leadership and take day to day management responsibility for successful implementation of project as per project work plan and approved budget
- Ensure timely, inclusive and regular information sharing and discussion with the stakeholders and partners through various modalities including meetings, correspondence, email dissemination of project activities achievements, etc.
- Provide constructive advice in developing visibility materials and further contribute to resource mobilization.
- Prepare analytical reviews and systematically capture lessons learnt from the project implementation; identify follow-up actions and submit them for consideration to the Project Management Unit.
- In consultation with relevant stakeholders, beneficiaries and counterparts, develop detailed annual project work plan, ensure that the planned activities are in accordance with the project document and scope.
- Coordinate and monitor overall implementation of planned project activities, ensuring technical quality control.
- Establish, promote, and maintain good professional relationships with relevant stakeholders, FAO technical team, PAIL, DAILs in order to ensure best synergies among each other.
- In consultation with the Program/Project Manager, partner with other agencies active in the relevant provinces to coordinate and potentially integrate some of the activities,

- Provide regular reports to the project team leader and contribute to the reporting six monthly and terminal reports;
- Identify and address any impediments to implementation of planned project activities,
- Assist in the formation of CIGs for different livelihoods – advising the size of each Common Interest Group (CIG) and its composition; and assist in terms of CIGs plan, input distribution and cost recovery.
- Assist relevant department of MAIL in preparation of annual work plan, operational plan and financial plan for project's component under government management.

Other Activities:

- Perform any other related duties as required by National Project Manager.

Expected Outputs:

- Coordinate and highlights the project achievements and lesson learned
- Detailed annual project work plan
- Coordination and monitoring report.
- HFLS project progress reports for respective project
- Attend the meetings and event as assigned.

MINIMUM REQUIREMENTS (TECHNICAL SKILLS AND QUALIFICATION)

Education:

- Advance university degree in agriculture economics, project management, business administration, social science, political science or any in field related to agriculture or food security.

Work Experience:

- At least seven (7) years of relevant experience in project or programme formulation, implementation, management, including experience and project coordination related activities;
- Work experience in large and complex projects that combines food security, project management, coordination, livelihood and development projects, humanitarian response with UN, international NGOs, and with ministries, national institutions, and the rural sector in Afghanistan is an advantage;
- Working experience with ministries, national institutions, and the rural sector in Afghanistan;
- Previous work experience with the UN is an advantage.

Other Technical/Functional Skills:

- Good knowledge and understanding of MAIL programmes and administrative/management procedures;
- Demonstrated experience in working independently, and as a constructive member of a team and leadership skills;
- Ability or willingness to travel extensively in remote or inaccessible areas to conduct meeting and awareness raising;
- Ability to structure and convey information in an appropriate format and timely, ensuring accuracy and consistency;
- Excellent communication and report writing skills;
- Excellent interpersonal communication and coordination skills;
- Understanding of FAO's mandate;

IT Skills:

- Strong professional command of Microsoft Office, in particular Word and Excel.

Language Skills:

- Working knowledge (level C) of the FAO official language used for communication within the country.
- Fluent in Dari and Pashto

CORE COMPETENCIES:

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

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 Project Coordinator - FAO/KBL-HRT-BMN/PRJ/SC/06-2021**) in the subject line of the email; otherwise, your email will not be considered for further process.

FAOAF-vacancies@fao.org

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

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

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

The above-mentioned required documents can also be submitted in writing (marked "Confidential" and 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 last date for receiving applications is **27 June 2021**. Please note that applications received after the closing date will not be considered. Only shortlisted candidates will be contacted for test/interview.

GENERAL INFORMATION:

- FAO is committed to achieving workforce gender diversity;
- People with disabilities are 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 (Non-Staff Human Resource) roster for 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);
- Only shortlisted candidates will be contacted for the interview/test;
- **Application received after the 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 the subject of your email, or your application/email will be ignored;
- Candidates may be requested to provide performance assessments;
- Email will only be sent to the interviewed candidates.
- **Candidates who wish to apply for the position should indicate their preferred duty station(s) in their application letter or in the subject of their email.**