



## FAO Representation – Afghanistan

### VACANCY ANNOUNCEMENT

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

<b>VA NO. FAO/KBL-KHO/PRJ/SC/07-2021</b>	
<b>Functional title:</b>	National Provincial Coordinator
<b>Type of contract:</b>	National Project Personnel / Service Contract (NPP/SC)
<b>Grade/level:</b>	SB-4
<b>Number of post (s) :</b>	2 (Two)
<b>Duration :</b>	12 (Twelve) Months
<b>Extendable/renewable:</b>	Extendable, based on satisfactory performance and budget availability
<b>Probationary period:</b>	Initial 3 months
<b>Project/programme/unit:</b>	Household Food and Livelihood Security Projects
<b>Duty station:</b>	Kabul & Khost with domestic field missions to other project locations.
<b>Sub-station:</b>	N/A
<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's 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 the 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><b>Project Background:</b> This HFLS (Household Food and Livelihood Security) project is intended to be implemented focusing on developing market-driven sustainable livelihoods for both men and women in rural areas. The project also intends to rehabilitate traditional gravitational water management systems (Karez), which is usually the only source of water for communities. The water management component of the project also includes rainwater harvesting, flood control and on-farm water use efficiency. The agriculture-based livelihood development component of the project includes key activities for crop diversification, climate smart agriculture, good agriculture practices (GAP), value addition and organizing smallholder family farms into common interest groups (CIGs) to build economies of scale. Furthermore, the project intends to address severe malnutrition in the project areas through nutrition education, sanitation, child-care as well as literacy and numeracy training with a particular focus on women in rural areas.</p> <p>The development objective of the project is to improve food security and resilience among some of the poorest households in selected districts of rural Afghanistan. The project is expected to target the socially and economically disadvantaged groups, in particular women, disabled and other households at the bottom of the national poverty scale, defined as the hard-core poor.</p>	

The project specific objectives include:

- Facilitate improved and sustainable water management in selected micro-watersheds by rehabilitating and improving the efficiency of traditional water management systems such as Kareez water supply systems, community flood management and on-farm water use efficiency;
- Promote and enhance sustainable and resilient livelihoods and nutrition among the most food insecure and vulnerable households in selected areas of rural Afghanistan.

FAO, under this TA component shall provide technical and operational oversight as well as coordinate the activities of the two executing entities, MAIL and MRRD. Furthermore, FAO will serve as the secretariat for the Steering Committee (SC) and support annual implementation planning and monitoring the project. As part of its technical oversight, FAO will focus much of its activities on capacity development for the Extension Department of MAIL at provincial and district levels and will provide technical assistance in overall implementation of the project.

**Main Purpose:**

The National Provincial Coordinator will be responsible for the entire management of the project, coordination with stakeholders of the project, and monitor and control of the progress of the project at the provincial level.

**Working Relationships:**

The incumbent interacts with colleagues from within the work unit and with immediate clients from within the Organization.

**Supervision Received/Exercised:**

Under the overall supervision of the FAO Representative/Country Director in Afghanistan, and in close technical guidance and general guidance of NPM (National Project Manager) and direct supervision of the NPC (National Project Coordinator), the National Provincial Coordinator will carry out the following duties and responsibilities;

**Key Functions/Results (Duties and Responsibilities)**

- Assist the national project coordinator in managing and supervising project counterparts and social mobilizers at targeted districts of the province and make sure that their reports and results are delivered on time in their respective province;
- Conduct field visits as and when required based on the project work plan and facilitate joint monitoring visits with project stakeholders;
- Assist the national project coordinator to prepare HFLS project progress reports, as well as any other reports requested by FAO and other stakeholders.
- Overall, provide all necessary support to the Project Coordinator in field implementation of the project;
- Provide general administrative support to ensure the smooth running of the field offices;
- Monitor the use of non-expendable equipment (record keeping, drawing up regular inventories);
- Provide technical assistance and co-ordination for capacity building activities at field;
- Lead project activities in the province and monitor project progress;
- Promote the project at provincial level and maintain good network with local stakeholders;
- Submit regular reports to the national project coordinator leader and Contribute to the six monthly and terminal reports of the project;
- Backstop day-to-day to support relevant DAILs including consultation, advice, provision of project information;

**Other Activities:**

- Perform any other related duties as required by NPM and NPC.

**Expected Outputs:**

- Draft Project progress report for their respective province.
- Field visit reports
- Keep the project on track as per Work plan and manage the project for set results;
- Contribute the exit strategy for the project in the respective province;
- Ensure the effective and efficient coordination with stakeholders.

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

**Education:**

- University degree in agriculture economics, social science or closely related field.

**Work Experience:**

- At least five (5) years of relevant experience in implementation and coordination of food and Livelihood security projects at small and medium scale in the field;
- Experience of working with local communities, preferably in the food and livelihoods security context;
- 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;
- Good technical background in results-based monitoring, evaluation and reporting is desirable;
- Ability or willingness to travel extensively in remote or inaccessible areas to conduct meeting and awareness raising;
- 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 Provincial Coordinator - FAO/KBL-KHO/PRJ/SC/07-2021**) 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)

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.**