



FAO Representation – Afghanistan

VACANCY ANNOUNCEMENT

Issued Date: 25 July 2021
Closing date for applications: 08 August 2021

VA NO. FAO/KBL/PRJ/SC/13-2021

Functional title:	National Knowledge Management, Communication & Reporting Officer
Type of contract:	National Project Personnel / Service Contract (NPP/SC)
Grade/level:	SB-4
Number of post (s) :	1 (One)
Duration :	12 (Twelve) Months
Extendable/renewable:	Extendable, based on satisfactory performance and budget availability
Probationary period:	Initial 3 months
Project/Programme/unit:	Household Food & Livelihood Security Project
Duty station:	Kabul 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, Programme 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 Programme, 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.

The subject position is located in Kabul – Afghanistan, with possible travels to project targeted provinces.

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’.

Main Purpose:

The National Knowledge Management, Communication & Reporting Officer will contribute to successful operation of projects and ensure the quality and quantities of deliverables and results, timely reporting in line of project agreements with resource partner and recipient organization of the assigned project/s

Working Relationships:

The National Knowledge Management, Communication & Reporting Officer 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, direct supervision of the NPM (National Programme/Project Manager), and in close collaboration with the communication unit at FAO Representation, will carry out the following duties and responsibilities;

Key Functions/Results (Duties and Responsibilities)

- Establishing standardized reporting mechanism, and ensuring effective reporting to the program/project management, donors and other stakeholders conforming to requirements of various stakeholders.
- In consultation with other HFLS project staff, draft and prepare six-monthly, annual, and terminal reports related to the HFLS projects ensuring that timelines are adhered to.
- Regular Monitoring and updating of project progress in online Field Program Management Information System (FPMIS).
- Facilitate compilation of data and information from different HFLS projects for development of comprehensive program report.
- Work with the Program/Project Manager to respond to ad hoc requests for reports from FAO-HQ, FAO-Regional office, donors and other stakeholder.
- Support the preparation and finalization of all relevant reports and other documents to different stakeholders, ensuring high standards and quality,
- Support the project team to prepare new concept notes, project documents and other analytical documents related to food, livelihood and nutrition security,
- Research and develop knowledge management materials including success stories, and case studies which will record learning from the projects.
- Develop visibility and communications materials in collaboration with the project team and FAOAF communication unit which mostly includes: thematic subgroups statements and publications, bulletins, workshop reports, training reports, briefs, electronic newsletters, brochures, pamphlets, posters, PPT, news release etc.;
- In close collaboration with FAOAF communications unit, make sure in-house clearances for any publication and communications material are obtained and processed within PWS (Publication Workflow System).
- Provide advice on drafting of relevant project messages and promoting them through established local media channels and through direct communications with national clients and partners;
- Document the media presence at national/ sub national levels, select a reduced list based on relevance to the project and establish communications links in view of promoting the project activities and products;
- Collaborate projects activities with FAOAF communication team.
- Conduct any other tasks requested by the Programme/Project Manager.

Other Activities:

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

Expected Outputs:

- Standardized reporting mechanism
- Draft quality six-monthly, annual, and terminal reports
- Respond to ad hoc requests for reporting
- Draft new concept notes in consultation with technical team
- Develop communications materials
- Document the media presence at national/ sub national levels
- Ensure the quality publication of project
- Lead the visibility of projects.

MINIMUM REQUIREMENTS (TECHNICAL SKILLS AND QUALIFICATION)

Education:

- University degree (preferably Master degree) in communication, journalism, public administration, agriculture economics, nutrition and food security, social sciences, or closely related fields;

Work Experience:

- At least five (05) years of relevant work experience in reporting, communication and knowledge management applied to agriculture research particularly in food security and nutrition and agriculture sector;
- 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;
- Previous work experience with the UN is an advantage.

Other Technical/Functional Skills:

- Experience and knowledge of the FAO rules and regulations and good skills of multi-stakeholders coordination, operations and management;
- Knowledge and understanding of MAIL Programme and procedures.
- Strong training & facilitation skills;
- Ability to identify and resolve problems expeditiously and pragmatically;
- Should possess tact, good initiative and sound judgment, and have the ability to establish and maintain good working relations with people of different national and cultural backgrounds;
- Ability to use a logical and structured approach to collate, archive and synthesis information;
- Understanding of FAO's mandate.

Other Desirable Skills:

- Experience of working with government, donors and other partners;
- Excellent data reading and data reporting skills;

Interpersonal Communications and Teamwork Skills:

- Group communication
- Collaborative working
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement
- Respect to diversity

IT Skills:

- Strong professional command of Microsoft Office, particular in Word, Excel, and software's for presentations and publications (PowerPoint, Publisher or similar);

Language Skills:

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

COMPETENCIES:

- **Core competencies:** FAO core competencies include: Understanding FAO's mandate & its global context; planning, organizing, and delivering quality results; communicating to build understanding & 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 KM, Communication & Reporting Officer - FAO/KBL/PRJ/SC/13-2021**) 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 **08 August 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 in the country;
- FAO reserves the right not 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.

Qualified female candidates are highly encouraged to apply!