

[Back to prior page](#)

Job Description

2201397

## National Project Personnel – Project Coordinator

Posting Date : 24/May/2022

Closure Date : 08/Jun/2022, 3:29:00 AM

Organizational Unit: FASRL

Job Type : Non-staff opportunities

Type of Requisition: NPP (National Project Personnel)

Grade Level: N/A

Primary Location : Sri Lanka-Colombo

Duration: 4 years

Post Number: N/A

IMPORTANT NOTICE: Please note that Closure Date and Time displayed above are based on date and time settings of your personal device

- [FAO is committed to achieving workforce diversity in terms of gender, nationality, background and culture](#)
- [Qualified female applicants, qualified nationals of non-and under-represented Members and person with disabilities are encouraged to apply](#)
- [Everyone who works for FAO is required to adhere to the highest standards of integrity and professional conduct, and to uphold FAO's values](#)
- [FAO, as a Specialized Agency of the United Nations, has a zero-tolerance policy for conduct that is incompatible with its status, objectives and mandate, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination](#)
- [All selected candidates will undergo rigorous reference and background checks](#)
- [All applications will be treated with the strictest confidentiality](#)

**Organizational Setting**

The project is an EU funded initiative implemented by FAO of the United Nations on supporting Sri Lanka's food control system to adopt better standard based practices in the agriculture and food sectors. The current food control systems is not based on prevention of risks along the nodes of the food chains, but rather on the inspections of finished products. In addition, current food standards don't take a risk-based food safety standards approach to quality and composition, which is considered to be a key quality specification to ensure products are safe for human consumption. This is reflected in Sri Lanka's primary food law- the Food Act of 1980, which applies food control at the end of processing, manufacturing and retailing, instead of the entire food chain. There are laws for animal, plant and fisheries sectors that largely apply to their primary production, however food safety along these respective food chains is not adequately covered. Institutional coordination between government institutions is important to enable comprehensive management of food control along the food chain. The statutory Food Advisory Board is a mechanism under the Food Act, and is an important tool for cross-sectoral coordination and advice to the Minister of Health on food issues. However, this coordination needs to be reinforced through formal mechanisms and service level agreements so that each government institution plays an effective role in food control. For this purpose, the representation in the Food Advisory Committee must take into account all authorities responsible for food control and their technical and scientific capacities must be significantly strengthened.

In view of addressing challenges faced in the agri-food private sector, food control system and quality infrastructure system, FAO is supporting a component of these aspects through a larger EU funded four year project, which entails upgrading the food safety and quality control system. The other component of this EU funded program is implemented by the Lead Agency UNIDO, which focuses on building capacities of producers, processors and food business operators and promoting linkages along the agri-food value chains. Both agencies through their respective components will engage in effective communication methods and campaigns for advocacy and behavior change, based on a market-driven approach and shaped by consumers. This has direct benefits for Sri Lanka's agribusiness and indirect benefits for the livestock and fisheries sectors in terms of increased competitiveness and long-term benefits. It will enhance consumer safety and product quality and lend to developing agriculture sustainably for economic development.

**Overall Objective of the project**

To contribute to a more productive, sustainable, diversified, climate-resilient, market-oriented and inclusive agriculture and agri-food production sector in Sri Lanka.

**Specific Objective**

Increase food safety and quality profiles of agri-food products through development, adoption, and compliance with enhanced food safety, hygienic practices, and quality requirements by food producers and processors and an updated risk-based and well-coordinated food control system.

**Reporting Lines**

Under the leadership of the FAO Representative in Sri Lanka (FAOR) and overall supervision of the Assistant FAOR (Programme), the Project Coordinator (PC) as a team member of the Project Management Unit (PMU) will work closely with the National Project Manager (NPM) who will lead the PMU. The PC is responsible for operational and financial support to the Project, while ensuring smooth functioning of the systems established by the project, He/she will be stationed at the PMU which will be co-located with the UNIDO PMU. UNIDO will act as the Lead Agency and Administrative Agent, with FAO as the partner for implementation of the United Nations Joint Programme (UNJP).

**Technical Focus**

Result Area 1 - Food competent authorities operate an effective food control system in line with international best practices for consumer protection.

- Inclusively formulated national food safety policy with recommendations for performance enhancements of food competent authorities for enhanced regulatory oversight of the food control system proposed with a reviewed food safety policy direction – developed inclusively – and recommended enhancements of the performance of food competent authorities, including institutional adjustment.
- Key food regulatory protocols and pilot programs developed or enhanced and deployed for strengthened food regulatory operations.

Result Area 4 - Consumers, enterprises, institutions, and other stakeholders are more aware, informed, and demanding of food safety and quality.

- Consumer-driven communication campaign developed and implemented, in partnership with relevant national stakeholders, to change the social behavior of consumers towards improved food safety.

**Tasks and responsibilities**

His/her specific tasks include, but not limited to:

- Support the NPM in the coordination and efficient implementation of the project;
- Facilitate harmonization of operations of various technical components and support the NPM and Multidisciplinary Technical Task Team, which includes PMU Technical Coordinators and local and international technical consultants who are assigned to respective technical and thematic outputs in effective technical coordination of the project per output;
- Facilitate performance monitoring of FAO technical outputs during meetings of Steering Committees, Technical Advisory Groups, Technical Working Groups, Advisory Committees, Forums and Training Teams;
- Liaise with UNIDO, which serves as the administrative interface between the Contracting Authority (EU) and FAO For implementation of the UNJP on all operational aspects of the project;
- Facilitate interaction with centralized support services of FAO HQ/Regional office, UNRC and the EU (internal/external services) for organization of activities and in addressing operational requirements;
- Engage with the Government stakeholders in addressing logistical and operational requirements, especially for joint working modalities and actions;
- Assist the NPM with partnership and synergy creation with other similar interventions;
- Ensure systems and procedures are followed as per FAO/EU and UN administrative guidelines and that they comply with government procedures in all aspects of project operations;
- Draft technical specifications/Scopes of Work and process Contracts and Letters of Agreements of Service Providers to the project, as per FAO guidelines and carryout technical follow-up on work plans, reports and other deliverables;
- Support organizing of project events, meetings, workshops and training sessions in consultation with stakeholders and institutional focal points and draft minutes for approval;
- Provide support to monitoring missions, donor missions and project evaluators;
- Develop and use a database archiving system for all project files, including reports and correspondence for easy access and future reference and ensure uploads on the FAO Field Programme Management Information System (FPMIS);
- Facilitate travel and transportation requirements of project personnel;
- Maintain an inventory of supplies and equipment and prepare guidelines for use of office equipment and properties;
- Prepare and process administrative reports required by project management and assist PMU and consultants on this and contribute to NPM's submission of updates/reports to stakeholders;
- Facilitate recruitment and support project staff on FAO HR services and procedures- draft Terms of Reference and carryout technical follow-up on work plans, reports and other deliverables;
- Support the FAO Communications Officer on visibility and communication activities in liaison with all relevant parties and review and support the preparation of technical reports for entry into the FAO "Publishing Workflow System"; and
- Ensure office facilities and services run smoothly. Assist the NPM with procurement of goods and services and ensure applicable rules and regulations are followed, including coordinating the preparation of procurement plans ensuring realistic cost estimates;
- The PC will be responsible for financial systems and procedures in strict compliance with EU, FAO, Government and UNIDO requirements and in liaising with them and ensuring transparency of transactions;
- Prepare and process financial reports required by the Project management, including on disbursement, and advise NPM/STS and team on financial status of the project, including on maintaining expenditure within FAO/EU budget headings, potential savings and additional budgetary requirements;
- Attend to timely budget reprogramming and assist in the budget revisions of project to be presented to donors;
- Prepare payment vouchers, maintain and monitor records of all disbursements of the project, validate disbursements and liaise with vendors and banks;
- Participate in audits as required by the project.
- Undertake any other tasks assigned or relevant in supporting the efficient implementation of the project.

**CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING****Minimum Requirements**

- A Bachelor or Master's Degree/equivalent in Project Management/Business Administration/Accountancy/Financial Management and /or other professional qualifications such as CIMA, AAT, ACCA, CMA, Chartered Accountancy, etc.
- A minimum of 5 years' experience in a supporting role in project management or administration/financial management;
- Knowledge of UN administration and related procedures an advantage;
- Experience in international development and in food and agriculture related fields an added advantage;
- Demonstrated experience working with national level government structures and wider stakeholders is an advantage;
- Proficiency in the use of office software packages, including in financial systems and experience in handling web-based communications and management systems;
- Good communication skills with proficiency in written and spoken English, while oral skills in Sinhala and/or Tamil being an added advantage.
- The candidate should be a National of Sri Lanka.

**FAO Core Competencies**

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

**ADDITIONAL INFORMATION**

- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing)
- Incomplete applications will not be considered. If you need help please contact: [Careers@fao.org](mailto:Careers@fao.org)
- Applications received after the closing date will not be accepted
- Please note that FAO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU) / United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed at <http://www.whed.net/>
- For additional employment opportunities visit the FAO employment website: <http://www.fao.org/employment/home/en/>
- Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required. Vaccination status will be verified as part of the medical clearance process.

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**HOW TO APPLY**

- To apply, visit the recruitment website at [Jobs at FAO](#) and complete your online profile. We strongly recommend that your profile is accurate, complete and includes your employment records, academic qualifications, and language skills
- Candidates are requested to attach a letter of motivation to the online profile
- Once your profile is completed, please apply, and submit your application
- Candidates may be requested to provide performance assessments and authorization to conduct verification checks of past and present work, character, education, military and police records to ascertain any and all information which may be pertinent to the employment qualifications
- Incomplete applications will not be considered
- Personal information provided on your application may be shared within FAO and with other companies on FAO's behalf to provide employment support services such as pre-screening of applications, assessment tests, background checks and other related services. You will be asked to provide your consent before submitting your application. You may withdraw consent at any time, by withdrawing your application, in such case FAO will no longer be able to consider your application
- Only applications received through the FAO recruitment portal will be considered
- Your application will be screened based on the information provided in your online profile
- We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: [Careers@fao.org](mailto:Careers@fao.org)

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