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Job Description

2201398

Project Management Specialist

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 behaviour 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.

Reporting Lines

Under the overall administrative leadership of the FAO Representative in Sri Lanka (FAOR) and the direct supervision of the Assistant FAOR (Programme) the Project Management Specialist will act as the lead of the Project Management Unit (PMU) and have overall responsibility for project execution. He/she will work under technical guidance of the Lead Technical Officer (LTO) and the Project Task Force (PTF.) He/she will be stationed with the PMU, co-located with the UNIDO PMU. UNIDO is the administrative interface between the Contracting Authority (EU) and FAO for implementation of the United Nations Joint Programme (UNJP.) UNIDO will act as the Lead Agency/Administrative Agent with FAO being the partner.

Technical Focus

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

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

Tasks and responsibilities

His/her tasks include, but not limited to:

- Manage the project at national level including project finances, and carryout day-to-day operations of the FAO Project Management Unit (PMU,) with engagement of the FAO country/regional/HQ offices, the EU and UNIDO;
- Be well versed with FAO, UNIDO and Government obligations and ensure pre-requisites by counterparts;
- Ensure contractual compliance of the FAO Agreement with the Line Ministries, the European Union (EU) Contribution Agreement and General Conditions, the MOU with UNIDO on 'Inter UN Agency Engagement and Coordination'; and
- Represent FAO at steering committee meetings, contribute to the Secretariat (UNIDO) reporting to the Program Steering Committee (PSC) and Technical Steering Committee (TSC) meetings and ensure follow-up.
- Provide overall guidance to, and supervision of the PMU to identify, plan, design and implement as itemised in the results-based indicator framework and work plans and ensure timely activities and quality delivery of outputs;
- Collaborate with project experts to prepare and obtain approval of a project action plan/roadmap and its deployment through annual, semi-annual and quarterly operational plans (refer to Project Implementation Plan);
- Oversee technical coordination of the project per output with effective administration of the Multidisciplinary Technical Task Team that includes the Technical Coordinators of the PMU and the local and international technical consultants who are assigned to respective technical and thematic outputs and ensure follow-up on the adoption/implementation of the recommendations/inputs provided by members;
- Provide technical assistance in the areas of NPM expertise;
- Advocate and engage in policy dialogue on behalf of the project;
- Assess activities and outputs and provide technical guidance with contributions to FAO members of Steering Committees, Technical Advisory Groups, Technical Working Groups, Advisory Committees, Forums and Training Teams;
- Oversee financial operations, budgetary performance and address revisions as per EU/FAO requirements;
- Establish executing partners (subcontractors, service providers and others) to work on thematic components through effective working modalities and supervise/administer the timely delivery of contracted outputs, activities and material;
- Ensure all communication and visibility functions and related outreach activities are FAO compliant and are carried out as per the prepared "Communication and Visibility Plan";
- Ensure project interventions are linked with and complement other on-going country initiatives, and realize opportunities for synergies between relevant institutions at the national level;
- Provide administrative and coordination support to project monitoring missions, donor missions and project evaluators;
- Lead interactions and engagement with stakeholders and develop productive working relations-
 - o Coordinate with the UNIDO Chief Technical Advisor, the Senior International Technical Specialist and others to achieve harmonized and integrated programming
 - o Coordinate the work of national consultants and other relevant stakeholders to ensure quality of deliverables
 - o Work in close cooperation with senior officials of the Ministries of Health, Agriculture and others, and ensure coordination/synergies with other government interventions, and liaise with relevant institutional officers and local authorities, specifically the Food Advisory Council amongst other key entities during implementation
 - o Network/create strategic partnerships with external players (e.g. public sector, NGOs, the private sector, research based organizations, Think Tanks, academia)
 - o Ensure commitment and involvement of counterparts and facilitate interdisciplinary inputs from partner institutions and agencies in order to ensure national involvement in project actions as well as to facilitate the gathering of information required for analysis and assessments
 - o Engage with the External Resources Department (ERD) for compliance on reporting
 - o Continuously engage with the donor (EU), UNIDO and the UN Resident Coordinator Office (UNRCO) in taking proactive measures to mitigate potential project risks and to address issues
- Develop ToRs and recruit PMU staff and local and international technical consultants and ensure timely mobilization and deployment of project personnel;
- Oversee the tasks of the project team and ensure contractual obligations in terms of deliverables and activities are met, while assessing and coordinating their needs and providing guidance and administrative support for timely execution;
- Ensure good communication flow and necessary engagement between the project team members and the FAO Project Task Force (PTF,) FAO support services and Lead Technical Officer (LTO); and
- Design, coordinate and facilitate the missions of national and international consultants.
- Oversee preparation and implementation of the project M&E plan and hold monthly progress review meetings to monitor and ensure progress as planned;
- Facilitate and support the Mid-Term Reviews (MTR,) Project Terminal Evaluation (PTE) and audits with third party evaluation missions and related activities;
- Validate log frame baselines and targets during the inception phase;
- Carryout Result Based Monitoring (RBM) translated to KPIs and evaluate implementation of activities on an on-going basis, and identify challenges and address them accordingly with remedial actions; and
- Coordinate the development and dissemination of timely project implementation reviews and progress reports (narrative and financial) in accordance with requirements of FAO, the GOSL and the donor for stipulated reporting periods against the planned log framework outputs, activities and results. Include constraints and challenges encountered in implementation and risks and remedial measures taken/proposed. Prepare the terminal report.

Undertake any other tasks assigned or that is relevant in supporting the efficient implementation of the project.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- An advanced degree (a Master Degree or equivalent) in the fields of Food Science/Agriculture/Project Management or fields relevant to the subject matter of project;
- Minimum of 08 years work experience in management of field projects in at country level with at least 05 years experience in food/agriculture fields, with high consideration given to specific experience in food law, regulations of food standards and related governance mechanisms;
- Experience in international development an added advantage;
- Good understanding of agriculture/food related development issues and similar activities in Sri Lanka;
- Demonstrated experience in working with government structures at national level and wider stakeholders and being well versed with national communication processes an added advantage;
- Knowledge of UN administration and related procedures an advantage;
- Proficiency in the use of office software packages and in handling web-based management systems; and
- Good communication skills with proficiency in written and spoken English, while oral skills in Sinhala and/or Tamil being an added advantage.
- The candidate must 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
- 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.

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

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 acting 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

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