



FOOD AND AGRICULTURE ORGANIZATION  
OF THE UNITED NATIONS

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## FAO Representation - Pakistan

### VACANCY ANNOUNCEMENT

**Job Title:** Assistant Cluster Coordinator

**Total Positions:** 5

**Department:** NA

**Job Type:** NPP

**Job Location:** Peshawar, Multan, Sukkur, Jacobabad and Hyderabad

**Minimum Education:** Masters degree in Agricultural Economics, Agriculture, Economics, Development Studies or related field

**Career Level:** Experienced

**Minimum Experience:** 4-5 Years

**Work Permit:** Not Required

**Apply By:** 12 December, 2010

**Posted On:** 08 December, 2010

### **Job Description**

Under the overall supervision of the FAO Representative for Pakistan, under the guidance of the FAO National Cluster Coordinator, the direct supervision of the Provincial Cluster Coordinator, and in full collaboration with other colleagues and units of the FAO Office, the Assistant Cluster Coordinator will carry out the following duties:

### **Specific Duties**

- Assist the FAO Cluster Coordinator in the running of the Agriculture Cluster.
- Participate in bi- and multi-lateral meetings with NGOs, UN agencies and Government of Pakistan.
- Develop and maintain a database of agricultural flood-related programmes carried out by Cluster members. Collect, enter and analyse data. Prepare summary reports, tables, graphs, etc.
- Prepare summary reports and updates on the activities in the province.
- Contribute in the writing and revision of project proposals relating to cluster coordination and information management.
- Contribute in the production of visibility material, updates and other communication products/services.
- Prepare and deliver presentations to a variety of audiences (e.g. cluster, PDMA, etc).
- Assist the FAO Cluster Coordinator in the general administration (e.g. procurement, travel and transport arrangements, general logistics, etc).

### **General duties and expectations**

- Knowledge of administrative and political structures in Pakistan and in the provinces. Ability to establish and maintain contacts with local authorities, with Ministries of Agriculture, Livestock, Social Welfare and PDMA in particular.
- Work in a spirit of collaboration and mutual respect with all FAO colleagues.
- Willing to travel in the province and countrywide, should the need arise, to participate in assessments, evaluations and monitoring missions.
- Travel in the country and in the region as required in connection with the above mentioned tasks.
- Be able and willing to undertake other related tasks that require new skills and expertise.
- Attend training courses as and if needed.
- Perform any other related duty as requested by the Cluster Coordinator.

### **Qualification & Skills Required**

- Masters Graduate/ Equivalent Qualification in Agricultural Economics, Agriculture, Economics, Development Studies or related field with five years of experience.
- At least four years of experience with UN/NGOs, with focus on coordination of activities, report writing, production of communication material, database maintenance, M&E and analysis of data. A good understanding of the dynamics of the UN/NGOs/humanitarian sector would be a strong advantage.
- Computer fluency is a must. Very good knowledge of most common MS packages (mainly MS Excel and knowledge of MS Access is an advantage). Database experience and knowledge of a GIS package would be advantages.
- S/he should have good writing skills, analytical capacity, and fluency in written and spoken English; in general possess good communication skills.
- Must have a high sense of responsibility, work precisely and pay great attention to details.
- Candidate must have the ability to work harmoniously with people of different national and cultural backgrounds.
- Strong communication skills and strong spirit of teamwork.

### **Duration**

Initially for 4 months with possible extension depending upon performance and availability of funding.

Women are strongly encouraged to apply. FAO is an equal opportunity employer.