

Terms of Reference

National Project Officer

GCP/PAK/115/EC

Under the overall supervision of the FAO Representative in Pakistan, and the day to day supervision of the Project Manager for the EU Food Facility in Pakistan, the incumbent will be responsible for assisting the project management of the EU funded food facility in Pakistan (GCP/PAK/115/EC). He/she will assist the project manager in supervising operational related activities and in particular:

- Assist in planning need assessments of target areas with relevant stakeholders including the Ministry for Food, Agriculture and Livestock
- Assist in the preparation of detailed project work plans
- Work closely with the national project manager with regards to all project related discussions with the local EU office, WFP and Government Counterparts (preparation of documents, minutes, reports etc)
- Assist in the monitoring project progress and the work of FAO Implementing partners
- Draft progress, interim and final reports as per defined reporting schedule.
- Ensure high Donor visibility of project activities at national level
- Perform any other duties as required.

Duty station: Islamabad, Pakistan with travel to project areas.

Duration of assignment: 3 months probationary with possibility of extension

Security: the incumbent must contact regularly the designated UN security officer in order to be briefed on all the recommended security measures. In case this procedure is not correctly applied, the consultant may not be covered under the Malicious Acts Insurance policy.

Qualifications: University Graduate with minimum of 8 years of experience in project related work (direct implementation, monitoring, reporting). Excellent writing and communication skills. Eye for detail and ability to work under pressure. Prior similar experience in international organizations/NGOs preferable.

Note: -

- Candidates having experience in the FAO livelihoods, relief and emergency programme will be given preference.
- Female candidates are encouraged to apply.