

DRU Livelihoods Management Coordinator (OSRO/PAK/701/SWE)

Job Title:	DRU Livelihood Management Coordinator
Job Type:	National Project Personnel (NPP) (firstshift)
Job Location:	Abbotabad, NWFP
Minimum Education:	Master's Degree
Career Level	Experienced (Non-Manager)
Minimum Experience:	5 Years
Apply By:	November 17, 2009

Job Description:

The three-year "Project to Assist the Earthquake Reconstruction and Rehabilitation Authority (ERRA) of Pakistan and its Partners in Restoring Livelihoods in the Earthquake-Affected Areas" is a three-year capacity building project funded by SIDA of the Government of Sweden. The Food and Agricultural Organization of the United Nations (FAO) is responsible for providing the technical assistance required to undertake the livelihoods co-ordination and institutional strengthening activities at the national, North West Frontier Province (NWFP), Azad Jammu and Kashmir State (AJK), and (nine earthquake-affected) district levels while ERRA is the executing agency of the Project.

Reporting: Under the overall supervision of the FAOR Pakistan and the direct supervision of the Project Manager or a delegated officer, the Consultant will undertake the tasks outlined below.

Duration: Until June 2010.

Qualifications: University degree in natural or social sciences and a post-graduate qualification in agricultural economics, natural resource management or rural development (or livelihoods-related disciplines). The Consultant should demonstrate strong communication and computing skills (word processing, spreadsheets and data-bases) and be fluent in spoken and written English and possess knowledge of local languages from the earthquake-affected areas.

Experience: Proven managerial ability with a minimum of five years of relevant experience as a technical adviser/coordinator of agricultural, livestock or community development projects

Scope of Work: As ERRA's Livelihoods Team Leader at the DRU level, responsible for project co-ordination (i.e. planning, monitoring and reporting) and technical support to all interventions taking place under ERRA's Livelihood Rehabilitation Strategy at the community, union council, tehsil and district levels in the earthquake-affected areas.

Tasks:

- Co-ordinate the livelihood activities of ERRA's implementing partners at the community, union council, tehsil and district levels.
- Establish and manage an effective district-level Livelihood Working Committee (LWC) by chairing and coordinating its regular meetings.

- Supervise the compilation of the livelihoods data base for the earthquake-affected areas at the district level by the DRU Livelihoods Officer, and share the information compiled with LWC.
- Build the institutional capacity of ERR/DRU and the relevant Government line departments, NGOs, private sector organizations and other implementing partners in the livelihood approach.
- Consolidate community livelihood rehabilitation plans (CLRPs) at the district level, analyse them sectorally, and establish relevant partnership mechanisms with Government line departments and other implementing partners.
- Liaise with other DRU sectoral units and relevant Government line departments regarding ways in which those livelihood needs identified by communities but not being addressed by implementing agencies, can be addressed by other agencies.
- Assist ERR, the Programme Management and DRU in the recovery and capacity building of Government line departments.
- Make recommendations for access to the Community Investment Fund (CIF) and consolidate proposals for approval by District Rehabilitation Advisory Committee through ERR's Director of Economic Sectors and DRU.
- Assist DRU to ensure that CIF is utilized efficiently and effectively.
- Call on the expertise of the technical staff based in PERRA and SERRA when required.
- Perform other related duties as required by the FAO Livelihood Adviser, ERR's Director of Economic Sectors and DRU Programme Manager.

Reporting: Technical bulletins; minutes of meetings, financial statements; training schedules; draft annual work programmes and budgets; draft monthly project progress statements; draft quarterly and annual project progress reports; and end of assignment report.