



Issued on: 23 JANUARY 2019

Deadline For Application: 13 February 2019

JOB TITLE: Regional Project Coordinator

TYPE OF REQUISITION: Consultant (COF)
DUTY STATION: Jakarta, Indonesia (with duty travel to Timor Leste)
DURATION: Full time 11 months (March 2019 – February 2020) with possible extension 2-3years depending on performance

ORGANIZATIONAL UNIT: FAINS

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

Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.
Persons with disabilities are equally encouraged to apply.
All applications will be treated with the strictest confidence.

Organizational Setting

The Indonesian Sea Large Marine Ecosystem (ISLME) sits at the heart of the Indonesian and Timor-Leste archipelagic waters, and is both a crossing point between the Indian and Pacific Oceans and a link between the other archipelagic seas and the seas of East and Southeast Asia. This makes the ISLME the region a centerpiece of many trans-boundary issues and challenges within the region. The project is designed to strengthen regional cooperation and support the effective and sustainable management of the ISLME. FAO with support from GEF funding recently has approved a USD 4 million project to to strengthen regional cooperation and support the effective and sustainable management of the Indonesian Sea Large Marine Ecosystem (ISLME). The ISLME project offers a vehicle for promoting more holistic, large-scale thinking about the management of shared and interconnected ecosystem resources across all boundaries within the LME (between Indonesian sub-national borders and between Indonesia and Timor-Leste). The project will play a catalytic role in the identification of transboundary concerns and assist Indonesia and Timor-Leste to restore and sustain coastal and marine fish stocks and associated biodiversity through the collaborative development and subsequent implementation of the Strategic Action Programme (SAP).

Draft Letters of Agreement, Requests for Proposals and Invitations to Bid documents, and Terms of Reference for consultants hired under

Reporting Lines

The Consultant will report directly to the FAOR Indonesia and Timor –Leste and Lead Technical Officer.

Technical Focus

- Establishment of project RCU
- Recruitment of consultants and advisers, LOA's
- FAO and GEF monitoring and reporting (website, information system and related databases developed) and evaluations.
- PSC meetings and minutes, reports.
- Provide Secretary level support to the establishment and running of ISLME project governance (National and regional PSC and TWG, National Inter-ministerial coordination committees).)
- Prepare a draft Trans-boundary Diagnostic Analysis during the first year and finalized - to be endorsed by the Ministries of Environment and Agriculture for both countries (a TDA) in the second year
- Contribute to the drafting of an agreed Strategic Action Program endorsed by Ministers of Environment and Agriculture of both countries (SAP) before the project NTE (on third year)
- Work at the establishment of permanent, partially financially-sustainable institutional arrangements that will support the continued development and broadening of commitment to a regional approach to ISLME issues;
- Work plans and budgets to guide the implementation of the ISLME project (including national and regional)

Tasks and responsibilities

Under the operational supervision of the FAO Representative in Indonesia, the technical coordination of the Lead Technical Officer (LTO) in the Regional Office for Asia and the Pacific, the Regional Project Coordinator will responsible to undertake the following tasks :

- Implement the project in accordance with the approved Project Document and the results-based Annual Work Plan and Budget (AWP/B), and in compliance with FAO procedures and GEF requirements;
- Establish and implement an M&E system to monitor project progress and impact;
- Coordinate line agencies and other partners to work closely and implement the ISLME project in accordance with approved work plan;
- Be responsible for preparation and submission of the project's periodic reporting (financial and technical), including 1) drafting of the AWP/B and six-monthly project progress reports in a timely manner for review and clearance by the LTO, and Budget-holder, prior to their submission to the PSC and the GEF Coordination Unit, respectively; 2) preparation of GEF quarterly project progress reports; 3) contributions to annual Project Implementation Reports (PIRs); as well as any other reports requested by the Executing Agency and UNDP;
- Monitor the expenditures, commitments and balance of funds under the project budget lines, and draft project budget revisions;
- Supervise the project Administrative / Finance Assistant;
- Liaise closely with the two National Coordinators and provide adequate and timely technical advice and support to them as needed;
- Draft Letters of Agreement, Requests for Proposals and Invitations to Bid documents, and Terms of Reference for consultants hired under the project;
- Supervise and evaluate the performance of the consultants retained for specific activities under the responsibility of the RCU;
- Work with the national coordinators to organize the Project Steering Committee (PSC) annual meeting, act as Secretary to the PSC, and prepare reports of PSC meetings and circulate these documents to all PSC members;
- Represent the project in relevant meetings and conferences relevant to the achievement of the Project's objectives;
- Establish working relations with appropriate national and regional agencies and groups in participating countries to ensure effective implementation of ISLME supported activities, and ensure adequate information flow, discussions and feedback among the various stakeholders of the project;
- Liaise with project partners to ensure their co-financing contributions are provided within the agreed terms;
- Coordinate the development and implementation of a communication strategy for the Project
- Carry out any other relevant duties as required

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- An Advanced University Degree in environmental or fisheries management or natural sciences;
- At least 12 years professional experience in the marine sector, with demonstrated work experience in the technical aspects of marine ecosystems and sustainable marine living resources management;
- Working knowledge of English and limited knowledge of another FAO language (French, Spanish, Russian, Chinese, and Arabic). Knowledge of Bahasa Indonesian or Tetum is an asset.

FAO Core Competencies

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

Technical/Functional Skills

- Proven capacity as a team leader of a technical project, and in management of preparation of project technical and financial reports;
- Experience in working in the ISLME region and knowledge of relevant regional institutions;
- Experience in working with international donors.
- Proven capacity to work with and establish working relationships with medium to high-level government and non-government representatives;

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

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, or have queries, please contact: iRecruitment@fao.org
- Applications received after the closing date will not be accepted.
- Only language proficiency certificates from UN accredited external providers and/or FAO language official examinations (LPE, ILE, LRT) will be accepted as proof of the level of knowledge of languages indicated in the online applications.
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>

- For further information on categories, contract duration and honoraria, please refer to the [Conditions](#) page.

HOW TO APPLY

To apply, visit the recruitment website at [Jobs at FAO](#) and complete your online profile. Only applications received through the recruitment portal will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from the recruitment portal at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: iRecruitment@fao.org

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