



Job Description

2303857

Project Management Specialist

Posting Date 19/Dec/2023

Closure Date 08/Jan/2024, 4:29:00 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: 11 Months

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 Food and Agriculture Organization (FAO) of the United Nations is implementing a project OSRO/SRL//083/JPN "Development of Self-sustained Culture-based Inland Fisheries to ensure Food and Nutritional Security and Livelihood Improvements in Rural Communities in Sri Lanka " which aims to enhance food and nutritional security, strengthen resilience, and improve livelihoods in rural communities, specifically of fisherfolks, across the targeted districts in Sri Lanka for a period of one year. Targeting four districts of Kurunegala, Mullaitivu, Monaragala, and Batticaloa, the initiative focuses on boosting inland fish production from reservoirs, which form a significant part of Sri Lanka's fishery sector. It will assist Sri Lanka to adapt and effectively enhance fish seed production, increase fish fingerling stocking, improve reservoir fisheries management, and expand market opportunities. The project envisions empowering small-scale inland fishers, fisheries societies, aquaculture farmers, and rural communities, particularly those below the poverty line and in post-war affected areas.

FAO is recruiting a Project Management Specialist, to manage and deliver this project. The post is based in Colombo, Sri Lanka.

Reporting Lines

She or he will be working under the overall guidance of the FAO Representative for Sri Lanka and the Maldives and the direct supervision of the Assistant FAOR (Programme) with technical supervision by the Fisheries Specialist.

Technical Focus

The Project Management Specialist will undertake the overall management of the above-mentioned project according to an agreed work plan, including but not limited to planning, budgeting, implementation, and assessment of the project achievements against its objectives. The position holder will ensure strong coordination and partnership with government institutions and stakeholders as well as the other project beneficiaries.

Tasks and responsibilities

- Plan, monitor the budget distribution and utilization, review of reports/inputs from the service providers and monitor the progress of the project implementation in collaboration with the project team, donor, the project stakeholders and local authorities.
- Coordinate with Ministry of Fisheries and other institutions under this ministry especially NAQDA, NARA, DFAR and other relevant ministries), and other relevant organizations (entities from the industry and academia for the implementation of the project.
- Manage local consultants, implementing partners (e.g., CA designated focal points for different activities) and other service providers for project activities, and facilitate interactions between the different partners to ensure smooth and coordinated implementation of different activities/outputs of the project.
- Work closely in collaboration with the Project Team to ensure high quality & timely delivery of planned project activities in compliance with FAO administrative and financial rules and regulations.
- Liaise closely with FAO project partners and stakeholders (at appropriate country administrative levels, e.g. district, provincial, etc.) and ensure general supervision and coordination of project activities as well as smooth implementation of the project field activities;
- Lead the organization of virtual events, sectoral assessments, national technical meetings, workshops and training and other capacity building sessions related to the project and project meetings with the Government, national partners, and other stakeholders.
- Organize the missions of Project Team and international consultants and provide translation support (where necessary);
- In collaboration with the supervisor, prepare all required documents, e.g. activities/meetings reports, budget utilization status, budget revision justification (if needed), technical reports, and other expected project documentation outputs including advocacy and visibility materials, briefing documents and related information; including other reports/information that may be required by the Project Team.

Prepare a project M&E plan as well as a project communication and visibility strategy and implementation plan with the relevant staff at the country office.

- Lead the identification of issues that may hamper project implementation and provide recommendations for their resolutions.
- Participate in regular Project Team meetings.
- Contribute to the preparation of Project Progress and Final Reports; and
- Perform any other duties as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in Aquaculture, Natural Resource Management, International Development, or other related fields
- At least 5 years of relevant work experience in project management, coordination, and implementation
- Working knowledge of English and Sinhala/Tamil is required.
- A national of Sri Lanka.

FAO Core Competencies

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

Technical/Functional Skills

- Ability to effectively use standard office software, such as MS Office (Windows, Word, Outlook, Excel, Power Point).
- Work experience in more than one location or area of work, particularly in the field is essential.
- Extent and relevance of experience or knowledge of and in the provision of project management in fisheries/aquaculture management and conservation bodies is desirable.
- Familiarity with the UN System and /or development sector is an asset.

Selection Criteria

- Extent and relevance of experience in one or more of the main areas including natural resource management, aquaculture, social sciences, and other related fields.
- Extent of experience in project formulation/project management including project formulation, work planning, budgeting, implementation, and reporting.
- Experience in coordinating and liaising with industry, academia, national authorities, UN agencies, donors, intergovernmental organizations, and non-governmental organizations.

ADDITIONAL INFORMATION

- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing)
- 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.

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 create a one-time registration with FAO's client support team for further assistance: <https://fao.service-now.com/csp>

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