

# Jobs at FAO

Job Description

**CALL FOR EXPRESSIONS OF INTEREST - VACANCY ANNOUNCEMENT: 2403831**

## Emergency and Resilience Programme Coordinator

Posting Date 27/Dec/2024

Closure Date 01/Mar/2025, 5:29:00 AM

Organizational Unit: FAMYA - FAO Representation in Union of Myanmar

Job Type Non-staff opportunities

Type of Requisition: Consultant

Grade Level: N/A

Primary Location Myanmar-Yangon

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](#)

*FAO's commitment to environmental sustainability is integral to our strategic objectives and operations.*

### Organizational Setting

FAO is a specialized Agency of the United Nations whose mission is to contribute to eradicating hunger and achieving food security for all. FAO contributes to the achievement of the 2030 Agenda through the FAO Strategic Framework by supporting the transformation to more efficient, inclusive, resilient, and sustainable agrifood systems, for better production, better nutrition, a better environment, and a better life, leaving no one behind. In Myanmar, FAO's is investing across the country in resilience reinforcing actions that focus on rehabilitation of community assets and enabling the most vulnerable households to meet their immediate needs; restoration and protection of agricultural livelihoods; protection of livestock assets and livelihoods; and improvement of livelihoods of small-scale fisheries. FAO Myanmar humanitarian priorities align with the 2024 Humanitarian Needs and Response Plan (HNRP) and the United Nations Transitional Cooperation Framework (UNTCF).

### Reporting Lines

The Emergency and Resilience Programme Coordinator reports to the FAO Representative (FAOR) and collaborates with Regional and HQ teams.

### Technical Focus

Apply the programmatic approach to the implementation of FAO's emergency and resilience portfolio including coordination, assessment, and time-critical interventions. Develop, implement, monitor and evaluate assigned programme/projects. Coordinate the emergency programme, ensuring that the outputs and targets are met as per project framework, activities are carried out as planned, within budget and time schedule and that reporting, monitoring and evaluation functions are carried out as per project requirements.

### Tasks and responsibilities

Programmatic leadership and coordination of planning, development and implementation of emergency and resilience programmes, projects, products and services in accordance with FAO Strategic Objectives and the FAO's Country Programming Framework in Myanmar.

- Provide programmatic leadership on emergency and rehabilitation as part of the resilience work in the country including preparedness, needs assessment, response, programming, implementation and resource mobilization, in liaison and collaboration with the foods security cluster/sector and relevant FAO personnel;
- Manage and lead specialized team(s); establish country and operational objectives, develop annual work plans and provide strategic thinking and

expertise for development and implementation of FAO Myanmar emergency and resilience programme.

- Coordinate activities related to budget funding (programme / project preparation and submissions, progress reports, financial statements) and prepare related documents / reports (pledging, work programme, programme budget).
- Provide technical and operational support and strategic guidance; identify and develop project proposals in area of emergency response and resilience building for submission to donors; monitor project activities, identify issues to be addressed and take corrective actions; liaise with relevant parties and ensures follow-up actions.
- Contribute to the identification of strategic priorities, including the relevant work streams and pillars, for FAO's resilience work and contribute to improved preparedness for, and effective response to, food and agricultural threats and emergencies.
- Promote FAO's work on resilience, focusing on emergency and rehabilitation role and programmes with UN Agencies, Regional Organizations, NGOs and donors.
- Support the FAO Representative in resource mobilization in support of the country programme; organize regular donor meetings; as appropriate, informs the donor community on the prevailing livelihoods, food security and nutrition situation and the agriculture sector.
- Represents FAO at humanitarian and interagency coordination meetings and programming exercises, including preparedness, early warning and early action and response.
- Coordinate the development of FAO's contribution to interagency Humanitarian Response Plans (HRPs) and United Nations Cooperation Framework (UNCF) in the country.
- Coordinate FAO's contribution to inter-agency assessments and support sectorial coordination through the FAO-WFP co-led Food Security Sector in the country.
- Initiate and coordinate outreach activities; conduct training workshops, seminars, etc.; make presentations on assigned topics / activities.
- Ensure that the projects are implemented in accordance with (i) its objectives as set out in the project documents and agreement with the donor; and (ii) lead coordination with the other implementing agencies.
- Ensure the preparation, monitoring and updating of project plans, with particular emphasis on budget management and work plan, as well as application of corporate recommended tools.
- Liaise, and maintain positive working relations with project stakeholders and donor; prepare and submit donors reports.
- In collaboration with the MEAL Unit, ensure that the project Logical Framework Matrix (LFM) is complete and up-to-date, and that relevant data is collected for regular monitoring of project results.
- Performs other related duties as required.

## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- University degree in agriculture, agricultural economics, forestry, fisheries, programme management or international relation
- Ten years of relevant experience in agricultural development, programme/project management in area of FAO's activities in the country, including experience in protracted crisis/post disaster contexts.
- Full proficiency/Working knowledge of English.

### FAO Core Competencies

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

### Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions in emergency context is essential
- Extent and relevance of experience in developing and managing country field programmes from design to delivery (programme/project identification, formulation, analysis, planning, implementation, and monitoring and evaluation).
- Extent and relevance of experience in the coordination and/or management of technical cooperation projects and programmes, including emergency, recovery and rehabilitation related programmes.
- Demonstrated experience in resource mobilization in humanitarian contexts.
- Proficiency in the project management cycle, including initiation, planning, execution, monitoring, and closure; knowledge of project management software
- Extent of relevant experience at international level in formulating policy and programming managing field operations.
- Extent of knowledge of international humanitarian architecture, including agencies, NGOs, and other partners.

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 any fee at any stage of the recruitment process (application, interview, processing)
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognized in the IAU/UNESCO list
- 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 more information, visit the [FAO employment website](#)
- Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

### 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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