



Job Description

2303886

## Project Coordinator

Posting Date 19/Dec/2023

Closure Date 08/Jan/2024, 4:29:00 AM

Organizational Unit: FASRL - FAO Representation in Sri Lanka

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 Coordinator, to support the implementation and delivery of this project. The post is based in Colombo, Sri Lanka.

### Reporting Lines

She/He will be working under the overall supervision of the AFAOR (Programme) with technical supervision by the Project Management Specialist and the Fisheries Specialist. She/he will also be required to work closely with the administration unit of the FAO representation.

#### Technical Focus

- Implementation of projects in accordance with the project document and implementation plan.
- Effective support to the Project Management Specialist on project implementation.
- Visibility initiatives related to the field program.
- Regular meetings with the Project Management Specialist to discuss the progress of the project implementation plan.

### Tasks and responsibilities

- Act as a focal point for all administrative and operational matters ensuring the day-to-day implementation of the project;
- Act as a financial focal point ensuring the application of the dedicated resources to the results-based delivery of the expected outputs of the project;
- Supports the organization of project meetings, training workshops, and similar events.
- Contributes to the timely mobilization of inputs related to project operations such as personnel, technical support services, subcontracts, training, equipment/supplies, and other needs, in line with the FAO procedures and manual sections.
- Participates in the preparation of project work plan, procurement plan, implementation plan, and communications plan, and reviews it from time to time the progress, and draws attention to the need for corrective measures if required.
- Assisting in the preparation of the Letters of Agreement (LOA) and commercial contracts, monitor the progress of the activities given. Attend any amendment required in time if necessary.
- Initiate procurement actions in time as per the work plan.
- Facilitate local and international travel as required.
- Monitor the financial progress of the project and attend budget revision if necessary.
- Contributes to the preparation of project reports;
- Arrange necessary clearance on the project activities as required;
- Undertakes any related tasks as requested AFAOR (Programme);

## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- University Degree in Aquaculture, Accountancy and Financial Management, Business Administration, Social Science, or other relevant disciplines
- Three years of experience in project coordination, preferably in International Organisations or .
- Working knowledge of English and Sinhala/Tamil.
- Must be 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 area of work
- Extent and relevance of experience or knowledge of and in the provision of project management in Aquaculture is preferable.
- Extent and relevance of experience in supporting national meetings, seminars, and training courses.

### Selection Criteria

- Extent and relevance of experience in one or more of the main areas including natural resource management, fisheries, social science, business management or other related fields.
- Extent of experience in project formulation/project management including work planning, budgeting, implementation, reporting and administration.
- Experience in coordinating and liaising with industry, academia, national authorities, UN agencies, donors, intergovernmental organizations, and non-governmental organizations.
- Familiarity with the UN System and /or development sector is an asset.
- Relevant professional qualifications will be considered as an asset.

### 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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