

# Advertisement

Associate Professional Officer (APO)

Programme Officer

**Closing date: 10 November 2013**

**For Dutch nationals only**



## I General information

<b>Title:</b>	<b>Programme Officer:</b> Support of the Master Plan for Agricultural Development in the Southern Region of Bangladesh and implementation of the Country Programming Framework (CPF) 2013-2018
<b>Sector of Assignment:</b>	Development of policy and strategies, programmes and projects development and management, rural development
<b>Country:</b>	Bangladesh
<b>Duty station:</b>	Dhaka
<b>Agency:</b>	Food and Agriculture Organization of the United Nations (FAO)
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to 3 years
<b>Grade:</b>	P-1 step 1 or P-2 step 1 in the first year, depending on the level of education and relevant working experience

**Note :** this APO post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to candidates with the Dutch nationality. For criteria see the website of Nedworc Foundation in the Netherlands:

<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hoofdhash>

## II Duties, responsibilities and Output Expectations

### General

The incumbent will be directly involved in the development and implementation of FAO projects and programmes in Bangladesh, with a specific focus on UNDAF 2012-2016 and its Action Plan, on the implementation of the Master Plan for Agricultural Development in the Southern Region of Bangladesh 2013-2021, on Monitoring and Evaluation (M&E) and implementation of FAO Country Programming Framework (CPF 2013-2018). The APO will work in liaison with other UN agencies, Government of Bangladesh (GOB), Development Partners (DPs) and other stakeholders.

### Responsibility 1

- Assist with formulation, implementation and monitoring of projects/programmes related to UNDAF 2012-2016 in Bangladesh and UN Joint Projects (JP) including those promoting MDG goals. Participate in the identification and conceptualization of new projects under the framework of the UNDAF 2012-2016 and the Southern Master Plan 2013-2021.
- Support the implementation and management of the Master Plan for Agricultural Development in the Southern Region of Bangladesh.
- Assist with monitoring of FAO's contribution to the Bangladesh UNDAF 2012-2016, coordinating collection of information and data from the FAO projects and other sources related to food and nutrition security, poverty and agricultural development (crop, livestock, fisheries and forestry), environment and climate change.
- Assist in the development of projects and programmes (including development of Joint Projects) aimed at achieving the UNDAF results relevant to FAO, more specifically in their planning, formulation, budgeting and implementation.
- Support the new FAO Country Programming Framework (CPF) 2013-2018 and assist with formulation, implementation and monitoring of the Bangladesh CPF according to its Annual Work Plan, mainstreaming in FAO's work food security, climate change and gender as the cross cutting issues.
- Facilitate preparation of project progress and other reports in line with the Organization's requirements and the UN Joint Projects (JP) where applicable.

## **2. Responsibility 2**

- Participate in UNDAF implementation, UN Thematic Working Group meetings, UN Joint Projects Programme Implementing Committees, MDG-steering committee meetings and other related activities.
- Maintain a close liaison with development partners, such as Bangladesh government counterpart officials, donors and civil society.
- Participate in workshops and seminars organized by other UN agencies, the Government of Bangladesh, donors and civil society related to FAO activities.
- Perform other duties that may be assigned by the immediate supervisor, in particular related to Southern Master Plan 2013-2021, CPF 2013-2018, UNDAF 2012-2016, Joint Programmes, MDG and Rome based agencies initiatives (FAO, IFAD, WFP).

## **3. Responsibility 3**

- Perform duties that may be assigned to FAO as current Chair of the Local Consultative Group Meeting on Agriculture, Rural Development and Food Security.
- Participate in and provide contributions for Local Consultative Group meetings (namely: i. Agriculture, Food Security and Nutrition; ii. Environment and Climate Change, and iii. Others as required), including meetings on Aid Effectiveness (Paris Declaration).

## **III Training component: Learning elements and expectations**

The assignment provides a significant on-the-job learning opportunity, given the dynamic and challenging context, the possibility to interact with senior national and international colleagues, and the possibility of gradually assuming significant responsibilities in both programme development and management.

After completion of the contract, the APO will have:

- Appreciated the relative merits of different strategic approaches to promoting food security, the role of FAO and of other UN agencies and development partners.
- Gained exposure to the UN system, international development partners and other counterparts.
- Developed considerable skills in communications, networking and advocacy within an international context specifically related to the work of the United Nations.
- Learned the key principles of management of FAO projects.
- Gained knowledge and experience in UNDAF monitoring and implementation, including Joint Projects.
- Gained experience on budgetary and financial matters related to project operations, particularly in the area of budget preparation, budget revisions, financial monitoring and submission of financial reports.
- Contributed to the formulation of project proposals and drafting of Terms of Reference for technical consultant and missions.
- Produced relevant monitoring and progress reports including on key issues and recommendations for the projects.
- Carried out field assessments and written subsequent reports.
- Gained significant field experience in working closely with national government counterparts.

At the end of his/her assignment, the APO will also have gained a greater understanding of, and ability to develop appropriate responses to the needs, priorities and issues facing stallholder men and women farmers as well as the concerns of other stakeholders.

#### **IV Supervision**

**Title of supervisor:** FAO Representative in Bangladesh

##### **Content and methodology of supervision**

The incumbent will work under the overall supervision of the FAO Representative in Bangladesh and of the Assistant FAO Representative (Programme) in Bangladesh and with technical direction of concerned technical officers at FAO headquarters and at the Regional office for Asia and the Pacific (RAP) in Bangkok.

As part of FAO's Associate Professional Officers (APO) Programme, the APO will benefit from the following supervision modality:

- Structured and continued guidance on technical issues as well as on the FAO environment and institutional framework, with a particular focus on FAO's activities in Bangladesh.
- Inception briefing and preparation of a detailed work-plan (annually updated).
- Effective supervision and mentorship through the whole assignment, and provision of continuous feedback and knowledge sharing.
- Easy access to the supervisor.
- Participation to office meetings to ensure integration with the team and coordination.
- Guidance and advice in relation to learning, training and career opportunities within the field of expertise.

The APO will collaborate with FAO professionals in Bangladesh, but also in technical divisions of all FAO departments on issues related to the development and implementation of FAO projects and programmes in Bangladesh.

## V Required Qualifications and Experience

### Education:

Master degree or equivalent in agriculture, economics, rural development, environment or related fields.

### Working experience :

Preferably 2 to maximum 4 years relevant working experience at international level in a related field. Knowledge and experience in result-based monitoring, meeting facilitation, negotiation and strategic thinking (essential).

Ability to use computer, knowledge of word processing and spread sheet software (such as Microsoft Word, Excel and Power Point) and Internet applications are essential.

Relevant work experience in project management activities related to climate change, agriculture or economic development (desirable).

Experience with international development assistance organizations or familiarity with the UN System (preferable).

Previous experience in the Asia-Pacific region and notably in South-Asia would be an advantage.

**Languages:** As English is the official working language in Bangladesh, proficiency in oral and written communication in English is required.

Ability to write technical documents and to speak in a concise and effective manner.

### Key competencies

- Spirit of initiative, ability to plan and organize own work, deliver results and meet deadlines; ability in leading change and managing stress.
- Tact, tolerance, openness and ability to work effectively within a team, supporting others and fostering a positive team environment.
- Ability to deal tactfully with people of different national and cultural backgrounds and to create a good working relationship with colleagues of FAO and of other UN agencies, Government officials, donors and other development partners.
- Ability to write clearly and concisely for different audiences and good communication and report writing skills.
- Advocacy in media communications.

## VI Background information on Agency/Department/Section

Bangladesh is a “low income” country and one of the most densely populated countries in the world. High levels of poverty and under-nutrition remain, despite significant achievements in the last two decades, and GDP growth, which is consistently above 5% per year.

Agriculture, including crops, livestock, fisheries and agro-forestry, plays a dominant role in the growth and stability of the economy of Bangladesh. The current share of agriculture to GDP is around 18%. As the country develops, the proportion of agriculture in GDP continues to decline, yet almost half of the people in Bangladesh as a whole are directly or indirectly employed in the sub-sector. And although food grain production has tripled over the last 40 year period, one of the great success stories of the post-independence era, the production of other major food crops, such as pulses, oilseeds, fruits, vegetables, fish, milk, meat and eggs is still limited, with consequent effects on nutrition as well as income generation and livelihood security from diversification.

The Bangladesh context is highly conditioned by vulnerability to natural disasters and shocks. The country suffers from both slow and sudden onset natural disasters such as floods, water-logging, salinity, cyclones and drought, and is reckoned among the most vulnerable to the mounting effects of global climate change.

In recent years, FAO’s activity in Bangladesh has been growing significantly. The portfolio in 2013 comprised the implementation of 26 national projects and 14 regional projects, with an annual delivery of about USD 30 million. Most projects are still operational in 2014. Others are about to be approved, with a particular

focus to vulnerable areas of the country, such as Haor, Coast, CHT, Barind and Peat basin areas.

Resulting from a broad consultation process, FAO recently formulated its Country Priority Areas for the 2013-2018 period, in adherence to the new FAO Strategic Framework, the Bangladesh Country Investment Plan in agriculture, food security and nutrition (2011), and relevant national plans and development priorities of the Government of Bangladesh, such as the Sixth Five Year Plan and Perspective Plan 2010-21. The new FAO Country Priority Areas 2013-2018 are:

- 1) Reduce poverty and enhance food security and nutrition (access and utilization).
- 2) Enhance agricultural productivity through diversification/intensification, sustainable management of natural resources, use of quality inputs and mechanization.
- 3) Improve market linkages, value addition, and quality and safety in the food system.
- 4) Improve technology generation and adaptation through better producer-extension-research linkages.
- 5) Increase resilience of communities to withstand 'shocks' such as natural disasters, health threats and other risks to livelihoods.

From 2010 to 2013, FAO has contributed to the preparation and launch of the Master Plan for Agricultural Development in the Southern Region of Bangladesh, in accordance with existing comprehensive policies and programmes. The objective of the Master Plan 2013-2021 is to enhance productivity and lead to balanced growth and value chain management, as well as increase employment and improve access to food and nutrition through appropriate institutional arrangements and sustainable resource management in the Southern Region of Bangladesh. In fact, this region has a very high potential in terms of agricultural development, poverty reduction and food security.

FAO has also given substantial contribution to formulate in 2010 and update in 2011 the Country Investment Plan 2010-2015 (CIP): a roadmap to guide investments in agriculture, food security and nutrition, and actively participated in the formulation of the UN Development Assistance Framework 2012-2016 (UNDAF), which expected to generate higher collaboration among UN agencies. The Framework is structured in seven pillars, all focused on the achievement of the MDGs, with a strong commitment and consensus of all resident UN Agencies.

## VII Information on living conditions at Duty Station

Bangladesh is characterized by a varied and numerous presence of development organizations. Every reputed international organization/NGO, besides the United Nations, has a presence in this country. Good housing facilities are available in the diplomatic area of the capital and the prices are reasonable (in Banani, Gulshan 1 and Gulshan 2). Several countries have set up recreation centres mainly for expatriates, but nationals are visiting too. All basic necessities are available and prices are reasonable. The countryside is scenic. The traffic in the capital is difficult. Health hazards such as dengue fever, polluted water and poor food hygiene are present. However carefully observed preventive measures on food and water including mosquito bites, will significantly reduce the risk. International schooling is adequately organized. Acceptable private health facilities are available.

## VIII How to apply

Applicants are required to submit their applications through the FAO iRecruitment online system.

To apply, please visit the iRecruitment website at: <http://www.fao.org/employment/irecruitment-access/en/> and follow the below steps:

1. Register in iRecruitment to create your account and complete your online profile. For step-by-step instructions, please consult the [Guidelines for Applicants](#).
2. Attach to your online profile a **Letter of Motivation** and a **copy of your highest academic achievement**.
3. Apply to the "Call for Applications" No. **IRC2388** by **10 November 2013**. Vacancies will be automatically removed from the site at 23:59 hrs CET on the deadline for applications date.

Please ensure that you have completed your online profile in all sections and attached the required documents. **Incomplete applications will not be evaluated.** Upon submitting your application you will receive an online automatic acknowledgement. Only short-listed candidates will be contacted.

The successful candidate will need to be able to start the assignment as soon as possible.