



Food and Agriculture Organization of the United Nations

Deadline For Application: 27/11/2015

POSITION TITLE: **FAO-GEF Project Officer (National)**

GRADE LEVEL: **NATIONAL PROJECT PERSONNEL**

DUTY STATION: **Port-of-Spain, Trinidad and Tobago**

PROJECT DURATION: **48 months**

OVERVIEW

Improving Forest and Protected Area Management in Trinidad and Tobago (GCP/TRI/003/GFF) is a full scale project funded by the Global Environment Facility, the Government of Trinidad and Tobago, the European Union and the Food and Agriculture Organization of the United Nations. The project's overarching objective is to improve the sustainability of protected areas systems in Trinidad and Tobago. The Project Officer provides operational, administrative and logistic support to the Project Coordinating Unit (PCU) and reports directly to the Chief Technical Advisor (CTA), the team leader of the PCU.

The PCU's mandate is to achieve four key project outputs:

- **Draft National legislation for establishing and managing Protected Areas (PAs)**
- **Systematic biodiversity monitoring and site-specific interventions to address threats to PAs**
- **Management plans for six new PAs**
- **User-fee system operating in two PAs**

Project information is available for down load at: <http://eppd-tt.blogspot.com/p/gef-improving-forest-and-protected-areas.html>

The project document is available at: <https://drive.google.com/file/d/0B0I4K5zeRGEpdzVVbjZJRUGzZE0/edit?pli=1>

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Chief Technical Advisor (CTA) the consultant will have the following responsibilities and functions.

1. Assist with the provision of technical support to all four components of the project including support to the officers of the Project Coordination Unit (PCU), Project Steering Committee, the Technical Advisory Group and the Pilot Protected Area Subcommittees.
2. Lead on the development of sustainable livelihoods of stakeholders that earn a living from natural resources within the pilot PAs with a particular emphasis on the development of small businesses from non-timber products and ecotourism.
3. Assist with the preparation of all the necessary periodic administrative and financial monitoring reports inclusive of project's work plans, financial status, budget proposals, and expenditure priorities.
4. Assist with facilitation of participatory planning processes and analysis, documentation and dissemination of findings.
5. Assist with project communication and visibility as directed by the CTA.
6. Support the CTA with project document control and distribution by maintaining logs of updated project documentation, meeting minutes and compilation and dissemination of reference material to committees in appropriate format.
7. General project administration duties such as the filing, copying, cataloguing, retrieval and dissemination of correspondence and other documentation.
8. Assist in the event management inclusive of request for estimates for goods and services, drafting of relevant correspondence, selection of venues and travel arrangements of attendees.

9. Other tasks as needed for the project implementation.

Minimum Requirements

- **Education:** Diploma or certifications in administration, business or project management;
- **Experience:** At least 5 years of professional experience in logistics and support to full sized projects;
- **Languages:** Fluent in English with strong writing and presentation skills;
- **Other skills:** ability to work independently in multidisciplinary teams; report writing and budget management; and proficiency in Microsoft Office suite and competency in common database and web applications.
- Knowledge of biodiversity conservation management issues in Trinidad and Tobago;

Desirable (not mandatory):

- A first degree in management or social science would be an asset
- Experience with GEF project implementation, or other internationally funded projects
- Experience with FAO or other UN institutions systems and procedures;

Equivalent combination of training and experience may be considered.

TO APPLY: Carefully read and follow the Guidelines to Applicants <http://fao.org/alc/u/guidelines>
APPLICANTS ARE REQUESTED TO COMPLETE THEIR PROFESSIONAL PROFILE FORM IN THE FOLLOWING LINK
<http://www.fao.org/employment/irecruitment-access/en/> (DO NOT SEND CVs) AND SEND A SCANNED COPY together
with a cover letter indicating interest and availability TO:
Send your application to:

VA GEF - "Consultant, GCP/TRI/003/GFF" Project Officer (National)
FAO, Trinidad and Tobago
134-138 FREDERICK Street, Port of Spain , Trinidad and Tobago
E-mail: FAO-TT@FAO.ORG