



Food and Agriculture Organization of the United Nations

Deadline For Application: 27/11/2015

POSITION TITLE: **FAO-GEF Technical Officer – Protected Areas Management (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 Technical Officer – Protected Areas Management assists the Chief Technical Advisor (CTA), the team leader, with the management of the Project Coordinating Unit (PCU) and reports directly to the CTA.

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. Provide technical support to all four components of the project including assisting with the supervision of staff to the Project Coordination Unit (PCU); and providing support to the Project Steering Committee, the Technical Advisory Group and the Pilot Protected Area Subcommittees.
2. Assist with the management of the day-to-day implementation of the project including: (a) preparing TORs for consultants and contracts (b) participation in the identification and selection of consultants, (c) monitoring the quality of the work of consultants and (d) review and evaluation of consultant products and (e) prepare draft TOR for the Protected Area (PA) management committees to be discussed with the stakeholders.
3. Assist with project coordination between various stakeholders and support to implement the project in accordance with the approved Project Document and in compliance with the Global Environment Facility (GEF) requirements, rules and procedures.
4. 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 forecast.
5. Provide assistance to the Monitoring and Evaluation (M&E) team and participate in M&E evaluation exercises.
6. Assist with facilitation of participatory planning processes and analysis, documentation and dissemination of findings.
7. Lead on project communication and visibility supported by various communications experts (publications officers, press officers, website technicians, graphic designers).
8. Other tasks as needed for the project implementation.

Minimum Requirements

- **Education:** An post graduate university degree, preferably in social science or related field;
- **Experience:** At least 5 years of professional experience working with multiple stakeholders (governments, agencies, private companies, NGOs, and research institutions), preferably in implementing projects;
- **Languages:** Fluent in English with strong writing and presentation skills;
- **Other skills:** ability to work in multidisciplinary teams, report writing, budget management, project management, proficiency in Microsoft Office suite and competency in database and web applications
Familiarity with administrative and technical aspects of PA management;

Additional Requirements: Experience with internationally funded projects, particularly by GEF, will be an asset.

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" Technical Officer – Protected Areas Management (National)

FAO, Trinidad and Tobago

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