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Job Description

2402496

Project Management Specialist

Posting Date : 06/Aug/2024

Closure Date : 21/Aug/2024, 3:29:00 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: 12 months with possible extension

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 at the forefront of work towards sustainable agriculture and food systems by promoting protection and sustainable use of natural resources, while meeting society's growing needs for decent and resilient livelihoods. FAO has worked in Sri Lanka for over four decades, sharing technical expertise and building the capacity of stakeholders in agriculture, fisheries, livestock, forestry and environment sectors to build resilience, increase food security and ensure sustainable management of natural resources.

The specific objective of this project is to establish and implement a comprehensive interoperability framework for the agricultural sector in Sri Lanka, fostering efficient data-sharing, promoting standardized digital practices, enhancing stakeholder capacity in data management and privacy, and driving digital transformation through integrated databases and API gateways. This initiative aims to optimize service delivery, bolster data-driven decision-making, and strengthen collaboration across agricultural entities and related sectors.

Reporting Lines

Under the overall administrative leadership and supervision of the FAO Representative in Sri Lanka (FAOR) and the direct supervision of the Assistant FAOR (Programme) and with the technical guidance of the Lead Technical Officer/s (LTO) at the FAO Regional Office, other relevant technical divisions at FAO Headquarters, and in close consultation with the FAO Country Office Technical Teams, Government Line Agencies and the Budget Holder (BH) the incumbent will provide technical orientation and backup in order to ensure the delivery of project outputs to a high standard, and in a cost effective manner, taking into account national and international best practices and research results, and in accordance with FAO, Government and donor norms.

Technical Focus

Specifically, the incumbent will be responsible for ensuring that project outputs and targets are met as per project framework that 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. She/he will also plan and implement project activities in close collaboration with the residential Secretariat, Ministry of Agriculture and Plantation Industries, Ministry of Irrigation, Ministry of Fisheries, Ministry of Environment and other relevant state and non-state stakeholders to ensure successful implementation of the project. In particular, the incumbent will perform the following tasks.

Tasks and responsibilities

1. Planning, implementation, and management of Project activities
 - Provide overall guidance to, and supervision of, the project identifies, plan, design implement and monitor the progress of delivery of activities as itemised in the results-based work plan.
 - Provide day-to-day administrative and management inputs to the project team assuring smooth implementation of the project.
 - Help identify Technical Specialists/Consultants in collaboration with the LTO for the tasks identified in the work plan.
 - Coordinate with other institutions to identify and realise opportunities for complementarity and synergies, including monitoring and oversight of co-financing commitments.
 - Ensure a results-based approach to project implementation, including maintaining a focus on project results and impact as defined by the project results framework indicators.
 - Regularly promote the project and its outputs and findings on a national, and where appropriate, regional stage.
 - Lead interactions with stakeholders and liaise with government agencies and communicate, regularly advocate and engage in policy dialogue on behalf of the project.
 - Facilitate interdisciplinary inputs from partner institutions and agencies.
 - Coordinate closely with the local project manager assigned by the donor agency and other relevant consultants for assuring smooth implementation of the project.
 - Oversee IT-based initiatives within the FAO Sri Lanka's country office, focusing on the integration and execution of the Digital Agriculture initiative. This entails close collaboration with project staff to ensure cohesive delivery, aligning with national requirements and FAO's strategy, fostering a unified approach towards enhancing the agricultural sector's digital landscape. The objective is to streamline data management, improve real-time information access, and support informed decision-making, contributing to the overall efficiency and modernization of agriculture in Sri Lanka.
 - Ensure effective implementation of the ongoing digital initiatives of FAO and support the government counterparts to initiate sustainable mechanisms for each program.
 - Support the country office in mobilizing resources to fully implement the agriculture sector enterprise architecture and the interoperability framework.
 2. Resources Management and Coordination
 - Provide administrative and management/supervisory support to long- and short-term Technical Specialists/Consultants to ensure timely delivery.
 - Create strategic partnerships related to the project and coordinate and network with various stakeholders to take forward the project.
 - Ensure that the project team follows up on the adoption/implementation of the recommendations/inputs provided by Technical Consultants.
 - Coordinate with the Government counterpart/s and various stakeholders for effective coordination and dialogue in the field of Digital Agriculture.
 - Manage the procurement process in accordance with FAO rules and procedures.
 3. Monitoring, and Reporting
 - Oversee preparation and implementation of project M&E plan, project communication and knowledge management plan.
 - Prepare results based regular reports, donor reports and briefs as required.
 - Facilitate the submission of timely project implementation reviews and progress reports (narrative and financial) to the FAO Country Office against the Programme M&E framework.
 - Facilitate effective communication of project progress to the key stakeholders related to the project.
 - Participate in regular progress meetings organized by the government stakeholders and donor to clearly communicate the FAO's contribution.
- Undertake any other tasks assigned or relevant in support of efficient implementation of the project.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- An advanced university degree in IT, Information Systems, Data Management, Data Science, Data Analytics or any other related field. A university degree with 2 additional years of relevant work experience may be considered in lieu of an advanced university degree.
- At least 3 years of relevant experience in IT or data-based projects.
- Working knowledge of English and Sinhala/Tamil.
- National of Sri Lanka.

FAO Core Competencies

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

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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