JOB TITLE: Administrative and Project Coordination Assistant

ORGANIZATIONAL UNIT: FAO REPRESENTATION

DUTY STATION: Paramaribo, Suriname (Fisheries Department)

FOR TRINIDAD AND TOBAGO AND SURINAME

ORGANIZATIONAL UNIT: FAO REPRESENTATION

DUTY STATION: Paramaribo, Suriname (Fisheries Department)

FOR TRINIDAD AND TOBAGO AND SURINAME

Qualified female applicants are encouraged to apply. Persons with Disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

Organizational Setting

The overall goal of the REBYC –II LAC project is to facilitate more sustainable use of fisheries resources and healthier marine ecosystems in the project region in order to support sustainable livelihoods. The outputs include collaborative governance, cost-effective solutions and effective incentives to minimize the by-catch of juveniles, species at risk, discards and impacts on sea-bed habitats, improved utilization of sustainable by-catch, and reduced operational costs in bottom/shrimp trawl fisheries in the region.

The project will assess the implications for women and men of any planned action, including legislation, policies or programmes. The strategy calls for making women’s as well as men’s concerns/experiences an integral dimension of the design, implementation, monitoring and evaluation of policies and planned action so that women and men benefit equally and inequality is not perpetuated. The project will identify what additional changes and initiatives are required to enable women to participate in, and benefit from the outcomes of, this project.

The project will facilitate capacity building and training activities for empowering local institutions and communities. The key stakeholders of the project include national and local fisheries authorities in project countries, the private fishing sector (fishers, processors and retailers) in project countries, fishing communities and organizations in project pilot sites, regional fisheries organizations, including the CRFM, OSPESCA, Western Central Atlantic Fishery Commission (WECAFC), the Caribbean and North Brazil Shelf Large Marine Ecosystems project (CLME+), NOAA, WWF-Mexico, and various universities and research institutes in the region. FAO will provide technical assistance to ensure that the project activities benefit from experiences elsewhere and meet current practices.

Reporting Lines

Under the general supervision of FAO Representative and the direct supervision of the Regional Project Coordinator and in close collaboration with other project consultants and partners, the APCA will support with administrative and operational implementation of the project at the national and local level.

Tasks and Responsibilities

Specifically, the National Project Assistant will:

- Assist with the production of national work plans and prepares budgets for submission to the Regional Project Coordination Unit for clearance and incorporation into overall project annual reports and budgets.
- Assist the national project focal point and the national technical expert in monitoring the project at the national and local level allowing for tracking progress according to targets established in national work plans as well as to output and outcome indicators in the Project’s Results Framework.
- Assist national focal point in developing progress reports to the regional project coordinator for compilation into overall Project Progress reports.
- Support national activities in the country, support national project staff and consultants and support with the preparation of contractual arrangements for review by regional project coordinator, national focal point and national technical expert.
- Liaise with relevant national organizations and partners, and support communication, coordination and collaboration.
- In coordination with national focal point, organize National Working Group (NWG) meetings and act as Secretary for these meetings.
- Participate in project national workshops and meetings and represent the project in relevant national events and conferences.
- Assist with administrative actions within the Fisheries Division of LVV in order to execute Letters of Agreement and other project activities.
- Support the relevant administrative unit with contacting service providers/vendors to obtain the necessary quotes and documentation for items being procured.
- Identify meeting venues as required and ensure all arrangements in place to facilitate meetings.
- Confirm delivery of goods and services in good condition.
- Liaise with vendors to obtain invoices, screen incoming invoices and bills for correctness; respond to telephone and e-mail enquiries on payments, transactions.
- Maintain a filing system of administrative and financial documents.
- Receive, screen, file, distribute, draft, format, and monitor incoming and outgoing administrative correspondence and documentation.
- Perform other related duties as required.
- Assist in the execution of the project procurement plan for Suriname. Prepares memos and vouchers for the payment of invoices.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING
Minimum Requirements

Qualifications:

Academic Requirements and Qualifications:
- A minimum of five years of experience in project implementation in fisheries management and/or project management
- Knowledge of FAO Code of Conduct for Responsible Fisheries and related guidelines would be an asset
- Excellent oral and written communication skills in English

Technical Competencies and Experience Requirements:
- Experience assisting projects with multiple components/areas of work
- Knowledgeable and experienced in reporting on project/programme progress and activities applying results based project management
- Experienced in organizing meetings and providing timely reports
- Experienced in working with a team of professional staff from diverse backgrounds and expertise
- Excellent written communication skills in English.

FAO Core Competencies
- Results Focus;
- Teamwork;
- Communication;
- Building Effective Relationships;
- Knowledge Sharing and continuous improvement

Please note that all candidates should adhere to FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency.

ADDITIONAL INFORMATION
- All applications will be reviewed and qualified applicants will be contacted for interviews.
- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- Incomplete applications will not be considered. If you need help, or have queries, please contact: iRecruitment@fao.org
- Applications received after the closing date will not be accepted.
- For other issues, visit the FAO employment website: http://www.fao.org/employment/home/en

HOW TO APPLY:
Please forward your CV with a letter of motivation to the following address:
Reuben Robertson
FAO Representative
Food and Agriculture Organization of the United Nations (FAO/UN)
Representation for Trinidad and Tobago, and Suriname
#2 Serpentine Road, St Clair
Port-of-Spain
P.O. Box 822, Trinidad and Tobago
☎ (868) 299-0027/28/29/30
✉ (868) 623-0995
✉️ FAO-TT@fao.org
➡️ http://www.fao.org

If you need help, or have queries, please contact: FAO-TT@fao.org or call + 868 299-0027

FAO IS A NON-SMOKING ENVIRONMENT