

necessary periodic programme narrative progress reports on the gender and youth components as required by FAO and the EU;

- Contribute to the planned outputs as planned in the project Communications Plan;
- Contribute to the development of close collaboration and where possible joint planning and development of synergies with other agencies and partners , including private sector;
- Contribute to joint work planning with the EU STREIT programme staff, DAL and other government bodies as well as provincial and district level authorities;
- Provide timely inputs to planned six monthly project progress reports and the terminal statement are prepared in a comprehensive and timely manner;
- Organize and lead gender and social inclusion awareness and capacity development to all project staff and incoming consultants as well as FAO support services;
- Perform any other duties as may be required

Qualifications/Experience:

- Advanced University Degree in gender studies, development studies, social science or related fields
- A minimum of seven years of progressively responsible experience in provision of technical advisory role in project management in agriculture, gender, decent rural employment and/or youth employment preferably in Asia Pacific;
- Extent of experience in policy assistance and/or programme management in the field of agriculture or rural development and/or employment and entrepreneurship policies and programmes, with a special focus on gender, youth policies and programmes;
- Extent of field experience relevant to rural development, agriculture, livelihoods diversification programmes, women’s economic empowerment, youth employment;
- Well-developed inter-personal skills and a demonstrated experience of working in a cross cultural and team environment;
- Working knowledge (level C) of English; working knowledge of Pidgin English would be an advantage;
- Previous work experience in the Pacific region would be an advantage.

Duty Station:

Wewak, Papua New Guinea

Duration:

53 months. Initial one year contract, renewable subject to performance

Operations Officer – FAO

Background, reporting lines:

The incumbent works under the general supervision of the FAO PNG office and the direct supervision of the Programme Coordinator. He/she liaises with other FAO personnel from within the Organization and with government officials to ensure effective implementation of the project. He/she interacts on a day-to-day basis with project personnel.

Tasks and responsibilities:

- Acts as a focal point for matters related to daily operations of the project;
- Plans and prepares project task force consultations on behalf of the PC and Budget Holder and ensures proper operational support for such meetings;



- Ensures timely provision of inputs for personnel, technical support services, sub-contracts, training, equipment/supplies and other needs related to the project's operations in line with the project's work plan and procurement plans;
- Contributes to the preparation of project work plans, monitors progress and, where necessary, identifies corrective measures to overcome operational constraints; coordinates the timely preparation and submission of project progress reports;
- Supports with the management of the project budget and prepares revisions as required and upon annual receipt of funding allocations from the EU;
- Liaises as necessary with UN partners on the progress of each Agency's implementation of activities and delivery rates as per the approved workplan;
- Liaises with UN partners to ensure timely reporting to the EU.
- Identify any problems facing the project and draw these to the attention of the PC, responsible officers/units concerned; provides guidance and advice to the PC on procedural issues relating to project operations;
- Reviews the project accounts and ensures there are proper payment authorizations including the preparation of appropriate expenditure documents;
- Supervises the National Operations Assistants;
- Manages the project's financial records and advises on the financial status of the project;
- Ensures the maintenance of up-to-date financial records, including the preparation of bank and other reconciliation statements;
- Controls and manages the disbursement of funds within the approved budgetary allocation in accordance with established rules and regulations and within the delegated authority;
 - Ensure the quality of project data and expenditures in the Field Programme Management Information System.
 - Monitors the progress of the project, and follows up to ensure the timely submission of the Terminal Report and operational and financial closure of the project.

Qualifications/Experience:

- Advanced degree in public or business administration, finance, accounting, economics, social sciences or other fields related to the FAO mandate;
- Seven years of relevant experience in project management/operations and support;
- Good inter-personal skills and demonstrated experience working in a cross cultural environment;
- Working knowledge (Level C) of English and working knowledge of Pidgin English would be an advantage.

Duty station:

Wewak, Papua New Guinea

Duration:

53 months, initial one year contract, subject to renewal based on performance

Administrative/Finance Officer FAO

Background, reporting lines:

The International Administrative/Finance Officer will work under the supervision of the Programme Coordinator, the administrative supervision of the FAO Office in Papua New Guinea in consultation with the Administration Unit and Country Support Group of the FAO Regional Office for the Asia Pacific Region and relevant supporting divisions at FAO headquarters.



Tasks and responsibilities:

- supervise, oversee and/or contribute to the delivery of financial reporting, general accounting, project accounting, and/or investment activities/services in accordance with FAO policies and regulatory framework;
- lead planning, coordinating and implementing administrative and financial activities for the EU STREIT programme;
- analyze financial information for inclusion in statutory reports, management reports, financial statements, and/or reports to donors as well as other specific reports for FAO, the EU and other stakeholders;
- Project Financial and Management Accounting System: Ensure that accounting records are kept up to date, are reliable and are maintained according to FAO accounting practices;
- prepare and ensure project budget revisions, field budget authorization and financial statement as per FAO and EU requirements;
- monitor cash flow and initiate the request for call for fund and inform the management of any budgetary constraints;
- Internal Controls: ensure that FAO policies and procedures are followed, the control system is effective, and the accounting system is reliable;
- Financial Reporting and Performance Monitoring: Consolidate project information based on reports received from the provincial offices on a monthly basis, and prepare periodic financial statements and project progress reports;
- manage all payments to suppliers in accordance to support documentation and invoices
- disbursements from the project fund: ensure that withdrawals from the project are made only to meet expenses in connections with the project as they are actually incurred;
- budgeting and forecasting: prepare annual work programs, with detailed estimates of the amount of physical work to be completed during the year for each province;
- prepare financial reports in accordance with EU reporting requirement: follow the usual FAO practices for the timing of the reports and audit; and
- act as Certifying Officer for payments and monitors all cash-advances and verifies supporting documentation for payment, monitors availability of funds under all programmes of the programme; ensures that financial commitments and expenditures are accurate and consistent with established guidelines;
- develop and follow up on the implementation of standard operating procedures related to procurement; and ensures consistency in the application of FAO rules and procedures;
- oversee all logistics, administrative and HR arrangements related to the implementation of the programme;
- train and supervise staff and field programme personnel on all administrative and operational matters in line with the Organization's regulations, policies and procedures;
- perform other duties as required.

Qualifications/Experience:

- Advanced university degree in business administration, finance, accounting or related fields;
- Five years of progressively responsible experience in the fields of field operations, administration, procurement, finance and human resources management;
- Working knowledge (Level C) of English and working knowledge of Pidgin English would be an advantage.

Duty Station: Wewak, Papua New Guinea

Duration: 53 months. Initial one year contract, renewable subject to performance.



National Operations Officer, National Project Personnel (2 officers) - FAO

Background, reporting lines:

Under administrative supervision of the FAO Office in Papua New Guinea and under direct supervision of the International Operations Officer, the National Operations Officer will be in charge of the coordination and operational assistance based on the knowledge of the local conditions, culture, language and institutions in PNG. The incumbent will ensure the smooth functioning of projects operations, consistent service delivery, and continuous evaluation and readjustment /improvement of the operational environment.

Tasks and responsibilities:

- Acts as a focal point for all matters related to the daily operation of the field project(s) assigned
- Prepares project task force meetings and ensures the availability of secretarial support
- Ensures timely provision of inputs for personnel, technical support services, sub-contracts, training, equipment/supplies and other needs related to project operations
- Participates in the preparation of project work plans, monitors progress and, where, necessary, identifies corrective measures to overcome operational constraints
- Assists with the management of the project budget and prepares revisions as required
- Coordinates the timely preparation and submission of project progress and terminal reports required (as specified in the project agreements), as well as contributing to the preparation of analytical reports
- Coordinates actions related to timely field project completion/closure, including identification of project follow-up requirements
- Contributes to the preparation and/or assessment of new projects
- Ensures the quality of data/documentation in the Field Programme Management Information System (FPMIS) for all pipeline and operational field projects in the country
- Undertake any other duties as may be assigned.

Qualifications/Experience:

- Advanced university degree in a field related to business or public administration
- One year of relevant experience in office management, administration, accounting and/or audit, budget or finance
- Working knowledge (Level C) of English and working knowledge of Pidgin English would be an advantage.
- Good inter-personal skills

Duty Station: Wewak, Papua New Guinea

Duration: 53 months. Initial one year contract, renewable subject to performance.

Fisheries Officer, FAO

Background, reporting lines:

The Fisheries specialist will work under the supervision of the Programme Coordinator, the administrative supervision of the FAO office in PNG and in consultation with the subject specialists of the FAO Regional Office for the Asia Pacific Region and supporting technical divisions at FAO headquarters and in close collaboration with the Project Steering Committee (PSC) and Project Stakeholder Group.

Tasks and responsibilities:



- Familiarize him/herself with all relevant project documentation including: The Action document; the Programme Proposal, Logical Framework Matrix and Budget; FAO Procurement Rules and the EU Communication and Visibility Plan.
- Co-ordinate the timely planning and inputs related to the fisheries project components for which FAO is responsible.
- Contribute to the preparation and conducting of the project inception workshop and baseline study and all other awareness activities to be undertaken at project sites.
- Lead the development of a detailed Annual Workplan and Budget for the fisheries project components to be submitted to the PSC for approval.
- Develop and supervise the implementation of the Fisheries improvements in the value chains including capture and post-harvest processes and infrastructure and ensure delivery of planned capacity development both directly and with project partners
- Lead the design and oversee implementation of Sepik aquaculture training and fingerling hatchery infrastructure.
- Work closely with other UN and other partners to address identified VC constraints to local MSME development.
- Make frequent visits to the project sites to supervise the implementation of project activities and to ensure the collection of information and data required for project monitoring, evaluation and reporting, including interim and final narrative and financial progress reports and forecasts. Prepare all the necessary periodic programme narrative progress reports on progress in the fisheries component as required by FAO and the EDF.
- In consultation with the DPC, monitor and update the implementation/action plans for the project with clear milestones, deliverables and outputs including the procurement and recruitment plans and arrange for timely purchase and arrival of equipment in line with the agreed upon work plans and the timely recruitment of services.
- In collaboration with the DPC, manage the day-to-day implementation of the fisheries component of the project including: (a) preparing TORs for technical consultants and contracts for service providers and partners (b) participation in the identification and selection of consultants, (c) monitoring the technical quality of the work of consultants and (d) technical review and evaluation of service providers.
- Contribute to the planned outputs as planned in the project Communications Plan.
- Lead the development of close collaboration and where possible joint planning and development of synergies with other agencies and partners, including private sector.
- Lead the development of detailed implementation plans and costing for the FAO led activities under the fisheries components of the project for monitoring of project progress and timely identification of implementation and budget related problems.
- Ensure good coordination and contribute to joint work planning with the project staff of the other UN partners, NFA and other government bodies as well as provincial and district level authorities.
- Provide timely inputs to planned project six monthly project progress reports and the terminal statement are prepared in a comprehensive and timely manner.
- Provide technical and administrative briefings to all project staff and incoming consultants as well FAO support services and lead the technical review of consultants and mission reports in consultation with the PC.
- Ensure timely procurement and delivery of equipment and materials and supplies to beneficiaries and groups including for renewable energy, value addition and improved smoking of fish and fish products.
- Lead or supervise the organization of all capacity building events and demonstrations under both the components of the project and ensure good quality reporting and documentation.
- Perform any other duties as may be required.



Qualifications/Experience:

- Tertiary qualifications in fisheries production/management, natural resource sciences or management.
- A minimum of seven years of progressively responsible experience in provision of technical advisory role in project management in fisheries and value chain/enterprise development preferably in the Pacific/Asia region.
- Substantial professional experience in assessing and applying interventions in sustainable fisheries value chain development.
- Substantial professional experience in fish trade, fishery development, aquaculture, fisheries management, or fisheries science.
- Well-developed inter-personal skills and a demonstrated experience of working in a cross cultural and team environment.
- Working knowledge (level C) of English; working knowledge of Pidgin English would be an advantage.
- Previous work experience in the Pacific region would be an advantage.

Duty Station: Wewak, Papua New Guinea

Duration: 53 months. Initial one year contract, renewable subject to performance.

International Procurement Officer, FAO**Background, reporting lines:**

The Procurement Officer reports to the Chief Procurement Service (CSDA), FAO HQ Rome, and for functional and policy guidance and administratively to the FAO Office in Papua New Guinea.

The Procurement Officer performs procurement of goods and services and Quality Assurance for Letters of Agreement in compliance with FAO's established policies and procedures reflecting best practice for public procurement.

Tasks and responsibilities:

- Plans, develops and manages all procurement and contractual aspects of significant complexity;
- Advises requisitioning units on the full range of procurement issues, providing support and guidance at all stage of the procurement cycle, meeting objectives under tight deadlines;
- Prepares solicitation process, identifies method of solicitation, drafts tendering documents, identifies sourcing strategy and distributes invitations to tender, also using e-tendering system and supports bid/proposals evaluations while ensuring the solicitation process is fair, objective and transparent and that it follows the general principles, as set forth in the FAO Manual Section;
- Prepares and presents cases to the relevant Procurement Committees;
- Participates in and conducts site inspections, bidder's conferences and contract negotiations;
- Conducts market research to keep abreast of market developments; researches and analyses statistical data and market reports on the world commodity situation, production patterns and availability of goods and services;
- Contributes to updating procurement policies and related tools, provides procurement reporting as well as clarification/information for auditing purposes;
- Participates in the development of training and related training materials and promotes best practices and capacity development at HQ and the Decentralized Offices;
- Provides guidance to new/junior staff and stakeholders; Ensures entry of accurate data using the Organization ERP and related systems;
- Makes initial determinations and recommendations concerning disputes or claims arising from contractual instruments or procurement processes;
- Prepares monitoring reports, reviews and analyses data and make recommendations based on



findings;

- Performs other duties as required;
- Undertakes the Buyer function in conformity with FAO rules and regulations;
- Reviews Letters of Agreement in conformity with the Quality Assurance function as set forth in FAO rules and regulations;
- Identifies and makes initial determinations and recommendations concerning disputes or claims arising out of procurement actions;
- Organizes and participates in, as appropriate, local tender opening panels and the Local Procurement Committee (LPC);
- Coordinates with forwarding agents relating to custom clearance, packing, and shipment of goods and maintain logistics records of such procurement-related activities.

Qualifications/Experience:

- Advanced university degree in Law, Business, Administration, Economics, Public Administration or Commerce or a related field;
- Five years of relevant experience in procurement related activities with at least three years of supervisory experience;
- Working knowledge (Level C) of English, and working knowledge of Pidgin English would be an advantage.
- Demonstrated knowledge of internationally recognized procurement standards and of all phases of international procurement techniques and operations used in contracting for a diverse range of goods and services;
- Extent and relevance of experience in public sector procurement dealing with complex contractual issues including revising, drafting of contract, formulating options and proposing recommendations;
- Extent and relevance of experience in identifying clients' procurement-related needs and in providing support and guidance from clients' point of view;
- Demonstrated ability to draft complex tender/procurement related documents in English is considered a strong asset;
- Work experience in more than one location or area of work, particularly in field positions is desirable.

Duty Station: Wewak, Papua New Guinea

Duration: 53 months. Initial one year contract, renewable subject to performance.

Infrastructure Specialist - (ILO)

Background, reporting lines

This ILO technical assistance forms part an integral part of a larger development support programme delivered by a host of UN agencies under the overall coordination of FAO. Within this framework, the Infrastructure Specialist will take charge of all activities within the scope of the project infrastructure component. As such, the Infrastructure Specialist will be the key resource person responsible for the development and implementation of rehabilitation and maintenance of selected transport infrastructure in the project area.

Ultimately, the Infrastructure Specialist reports to the Director of the ILO Country Office in Suva. The Infrastructure Specialist will receive technical guidance and advice from a team of specialists in Bangkok, including (but not limited to) employment-intensive infrastructure works (EIIP), contractor development and decent work in the rural economy.



Within the above context, the Infrastructure Specialist will take charge of planning, programming and implementation of all project infrastructure activities in line with work plans, projects documents, ILO policies and strategies, and in accordance with country programmes and administrative and financial procedures.

Tasks and responsibilities

In collaboration with project partners, local authorities, technical agencies, business associations and others, the Infrastructure Specialist will engage in a number of activities, including but not limited to the following:

- Ensure timely provision of inputs of personnel, technical support services, consultants, civil works contracts, training, equipment, supplies and other needs related to the project infrastructure component in line with the planned joint programme work plans and procurement plans.
- Overall management of financial records and maintaining an up-to-date financial status of the project infrastructure works.
- Mobilise government counterpart agencies and their technical staff to secure their full involvement in the planning and implementation of infrastructure activities covering both planning and works implementation stages in close consultation with FAO as the lead partner.
- Explore partnerships and co-funding arrangements with existing government development schemes and budgets thereby increasing the effectiveness of project activities.
- Assess the capacity of government counterpart agencies to take over and continue technical support services provided through the project and design appropriate measures where capacity constraints are observed.
- As a key resource person prepare and conduct of technical training for national staff, counterparts, local contractors, community-based maintenance groups and other beneficiaries, including the development of appropriate course material and organising the translation of selected material into local languages.
- Participate in the preparation of manuals and guidelines documenting the planning and implementation methods and technology introduced through the ILO technical assistance.
- Organise stakeholder consultations as part of the planning and implementation of infrastructure works to secure adequate local ownership of improved practices and infrastructure.
- Ensure that standard conditions of employment reflecting ambitions of the ILO decent work agenda is achieved in the infrastructure works, introducing adequate inclusive measures that secure the full involvement of women, youth, disabled and other groups requiring particular attention.
- Participate in the planning and programming of the overall programme, thereby securing effective coordination and complementarity with other project components.
- Represent the ILO technical assistance team and its work in various fora under the guidance of the programme manager and ILO Country Office.
- Develop and maintain strong links with ILO Decent Work Team specialists in Bangkok and other colleagues in the field and HQ on specific technical areas requiring comprehensive and collaborative interventions.
- Periodically report, monitor and facilitate the evaluation of the infrastructure works according to project documents and work plans. Contribute to required progress reports and ad hoc reports on the status of project planning and implementation.
- Ensure high-level communications to increase the project's visibility at the national and international levels. This includes the responsibility to liaise with the UN country team, and other key stakeholders, to ensure effective coordination with relevant national strategies and related programmes. Under the guidance of the project management and the project CO maintain relations with mass media in order to increase the impact of the project in society as a whole.



- Establish an inventory of the existing transport network in the project area, how this is managed, key geographical features, main rivers and water transport, ports, jetties, airstrips and assess current condition, access and constraints.
- Organise field surveys to existing transport infrastructure in the project area and in particular where other project components are envisaged and present findings to project partners and beneficiaries in a clear and concise manner.
- Initiate and oversee the appraisal and planning of rehabilitation works on existing transport infrastructure as well as the establishment of effective maintenance schemes.
- Introduce and promote appropriate technologies including the use of employment-intensive work methods in the rehabilitation and maintenance of transport infrastructure under this project and in related government schemes.
- Identify and engage with medium, small and micro entrepreneurs within the local construction industry who possess relevant skills for the infrastructure works.
- Assess capacity of government technical agencies and local contractors and on this basis organise the design of training programmes for workers, artisans, supervisors, technicians, engineers and other relevant staff in order to secure the necessary competence to carry out planned infrastructure works.
- Establish technical design standards, work methods and organisation, standard bill of quantities, work norms and appropriate unit rates for civil works activities in close collaboration with relevant National authorities/legislation.
- Organise quantity surveys, preparation of designs, cost estimates of infrastructure works, preparation of bidding documents and civil works contracts and conduct tenders through national competitive bidding, local market surveys and community contracting.
- Supervise the design of structural works such as bridges, culverts, drifts, jetties and other structures based on hydrological assessments and other ground conditions.
- Facilitate the testing of gravel, aggregate and other building materials obtained from local quarries identified during the design stage. Review results of material testing and provide necessary design recommendations.
- Provide overall supervision of civil works contracts including:
 - Approval of contractors' work programmes, methods statements, material sources, etc. and any proposed modifications or variations.
 - Take remedial action during events or circumstances that significantly impact on works contracts in terms of quality and time.
 - Secure and monitor quality assurance measures for compliance with design specifications.
 - Organise regular inspection and measurement of works, foundations, quality of materials and as-built drawings.
 - Secure the timely certification and payment of works.
 - Assess maintenance and repair work to be carried out during defects liability periods.
 - Monitor payments of work, forecast project expenditure and update budgets and initiate payment requests.
 - Devise sustainable maintenance and operation arrangements that secure all-weather access and protect past and current infrastructure investments.
 - Organise stakeholder consultations as part of securing adequate local involvement in the planning and implementation of maintenance works.
 - Develop appropriate design measures, maintenance procedures, inspection arrangements and continuity plans to secure the necessary climate and natural disaster resilience for the transport infrastructure.

Qualifications/Experience

- University degree in civil engineering.



- 10 years of experience in managing rural transport infrastructure works, of which 7 years relate to rural road works. Proven experience in working and engaging with governments' agencies, private sector, donor and UN agencies, and a heterogeneous team composed of consultants, specialists, and local collaborators of different educational and cultural background, in remote/difficult settings.

Technical requirements

- Proven knowledge in the planning and implementation of rural transport infrastructure works,
- Extensive experience in the development and implementation of employment-intensive (labour-based) public works and a solid understanding of the ILO decent work agenda,
- Past experience in training of and working with local contractors,
- Good knowledge of community and project stakeholder consultations and mobilisation,
- Skills development and institutional strengthening.
- Working knowledge (level C) of English; working knowledge of Pidgin English would be an advantage.

Duty station

Wewak, Papua New Guinea

Duration

53 months, initial one-year contract, subject to renewal based on performance

Training Officer – ILO

Background, reporting lines

The Training Officer will be responsible for the finalization and implementation of the overall capacity development programme, and the coordination of all capacity building activities related to the infrastructure works programme. He/she will also be responsible for guiding the development and institutionalization of the same activities within the sub-national government agencies and support institutions and also have a key role in guiding the knowledge management.

The Training Officer will work under close guidance and supervision of the Infrastructure Specialist of the project. The Infrastructure Specialist will be responsible for regularly reviewing work in progress with the Training Officer and for discussing continuous project implementation issues that may arise.

The Training Officer will receive technical guidance and support from the EIIP Specialists of ILO Bangkok as well as other specialists as needed.

Tasks and responsibilities

- Contribute to and manage an integrated capacity development framework, including enhancing gender equity and other cross-cutting outcomes, in support of programme activities. This includes capacity assessments of partners and communities and the use of this information to further detailing the capacity development framework;
- Establish agreed and realistic targets for capacity development within the overall context of the ILO supported outputs;
- Work with the ILO team and other specialists and partner agencies to ensure that capacity development impacts are appropriately monitored and reported. Also, document opportunities for ongoing capacity development within the overall context of ILO supported activities;
- Liaise with key partner agencies to ensure that the objectives and outcomes appropriately reflect and take into account government policy and practices associated with institutional strengthening, skills development and private sector support;



- Work with the ILO team and stakeholders to ensure that infrastructure works are carried out by staff with the requisite knowledge and skills;
- Participate in the conduct of training needs assessment of the various cadres of staff from government and private sector;
- Plan, organise and coordinate training activities;
- Develop and manage a training management system including mobilising trainers, selection of trainees, performance evaluation, certification, registration, etc.;
- Train counterpart staff and provide instructors and trainers with guidelines on training methodology for practical oriented courses for adult professionals;
- Participate in the conduct of training courses, seminars and workshops;
- Organise post-evaluations of the performance of courses and other training activities;
- Monitor and report on results of training, subjects covered, duration, location, number of trainees, etc., thereby contributing to the overall project progress reporting;
- Participate in development of course material and refining these after the first courses, taking into consideration the experience made during the initial courses;
- Facilitate and organise study trips and participation in technical seminars and workshops outside the confines of the project area.
- Ensure timely provision of inputs for technical support services, sub-contracts, training, equipment/supplies and other needs related to the ILO training activities in line with the work and training plans;
- Support the management of the project budget and prepare revisions as required and upon annual receipt of funding allocations from the EU;
- Liaise as necessary with UN partners on the progress of each Agency's implementation of activities on areas of common interest and collaboration, as per the approved work plan;
- Monitor the progress of the outputs under his/her responsibility and follow up to ensure the timely submission of inputs to the Terminal Report and operational and financial closure of the project.

Qualifications/Experience

- University degree in civil engineering or other fields related to the training initiatives to be carried out;
- Three to five years of relevant experience in technical skills training, general business training, as well as training initiative management and support;
- High standards of integrity, professionalism, personal discipline and impartiality;
- Strong organizational skills, in particular on training activity scheduling and implementation;
- Excellent interpersonal skills and ability to work in a team;
- Ability to understand and formulate new training concepts and methodologies;
- Ability to develop training materials, alternative courses of action and project proposals,
- Flexibility and openness to learn and develop personally as well as professionally;
- Good communication skills, both written and verbal, including the ability to write accurate reports;
- Ability to work independently with a minimum of supervision;
- Ability to work under time and political pressure and meet deadlines;
- Working knowledge (level C) of English; working knowledge of Pidgin English would be an advantage.

Duty station

Wewak, Papua New Guinea

Duration

24 months, initial one-year contract, subject to renewal based on performance



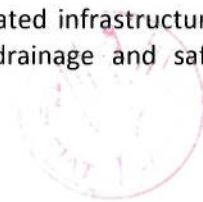
Field Engineers – GS Level (2 officers), ILO

Background, reporting lines

Under the supervision and guidance of the Infrastructure Specialist based in Wewak, the Field Engineers will take charge of the works operations within the transport infrastructure component of STREIT. Each Engineer will be given the responsibility of a cluster and/or category of infrastructure works for which they will be the key resource person, including initial feasibility studies, preliminary and detailed designs, quantity surveying, contract documents, supervision and inspection of works, use of appropriate technology, conditions of employment of labour, OSH, gender, environment and other crosscutting issues related to the works.

Tasks and responsibilities

- Carry out field surveys to build an inventory of the existing transport infrastructure in the project area and assess current condition of infrastructure structures and components.
- Participate in the appraisal and planning of rehabilitation works on existing transport infrastructure as well as the establishment of effective maintenance schemes.
- Apply appropriate technical design standards, work methods and organisation, standard bill of quantities, work norms and appropriate unit rates for the planning and design of transport infrastructure works.
- Carry out quantity surveys, prepare designs and cost estimates of infrastructure works, prepare bidding documents and civil works contracts and review tenders.
- Plan and design structural works such as bridges, culverts, drifts, jetties and other structures based on hydrological assessments and other ground conditions.
- Instruct and provide guidance to counterpart agencies, contractors and local communities on local resource-based work approaches including the use of employment-intensive work methods in the rehabilitation and maintenance of transport infrastructure.
- Organise the testing of gravel, aggregate and other building materials. Review results of material testing and provide necessary design recommendations.
- Organise community consultations as part of securing adequate local involvement in the planning and implementation of works.
- Supervise infrastructure works including:
 - Review contractors' work programmes, methods statements, material sources, etc. and any proposed modifications or variations.
 - Approve work drawings and approve setting out works.
 - Recommend remedial action during events or circumstances that significantly impact works in terms of quality and time.
 - Carry out or instruct appropriate quality assurance measures to secure compliance with designs, work specifications and common workmanship standards.
 - Carry out regular inspection and measurement of works, foundations, quality of materials and as-built drawings.
 - Certify and approve payment of completed works.
 - Assess maintenance and repair work to be carried out during defects liability periods.
- Process payments of work, maintain expenditure plans and update works budgets.
- Inspect working conditions at construction sites, ensuring that occupational health and safety practices are in compliance with prevailing standards.
- Monitor and report progress of work, material tests, employment generation, OSH issues, challenges, and deviations from plans, designs and work plans, etc.
- Plan and manage sustainable maintenance and operation arrangements that secure all-weather access and protect past and current infrastructure investments.
- Carry out field inspections during extreme weather to secure that rehabilitated infrastructure shows the necessary climate resilience, assessing the performance of drainage and safe



discharge of water, clearance above potential flood levels, assess erosion protection measures, risk of washouts, landslides or other debris compromising the function or safe use of the infrastructure;

- Recommend remedial action when there is a risk that elements of inspected infrastructure may fail or cause damage to the public during extreme weather conditions.
- Participate as a resource person in technical training events and provide technical support to local contractors and communities involved in the infrastructure works.

Qualifications/Experience

- University degree in civil engineering and preferably 3 to 5 years of experience in managing transport infrastructure works.
- Ability to independently initiate and lead the preparation and management of project activities with a clear focus on reaching defined outputs in a timely manner as agreed in project documents and work plans;
- Proven interpersonal and organisation skills; ability to establish and maintain effective working relations with people in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.
- Working knowledge (level C) of English; working knowledge of Pidgin English would be an advantage;

Duty station

Wewak, Papua New Guinea

Duration

53 months, initial one-year contract, subject to renewal based on performance

Financial Inclusion Specialist (UNCDF, 70%⁵⁰)

Location:	Port Moresby, PAPUA NEW GUINEA
Type of Contract:	FTA International
Post Level:	to be determined based on candidate
Languages Required:	English
Duration of Initial Contract:	One year (renewable), upto a maximum of fifty-five months-

Background

In accordance with UNCDF proposed support to the achievement of STREIT's objectives constituting a MOU with FAO, the Financial Inclusion Specialist (FIS) will assist UNCDF in achieving its outcomes through leading the ongoing work in financial inclusion in PNG. The FIS will also work closely with The Bank of PNG (BPNG) and partner organizations such as Centre for Excellence in Financial Inclusion (CEFI) to fulfil national financial inclusion plans and commitments, including the National Financial Inclusion and Financial Literacy Strategy, the 2020 Money Pacific Goals and PNG's Maya Declaration.

The FIS will be based in the UNCDF country office in Port Moresby, PNG and will have primary responsibility for managing and overseeing UNCDF's activities in PNG which at the core includes the EU-STREIT work. Overall, work will focus on management and supervision of the EU-STREIT and will include the other work of UNCDF projects. The person will play a significant role in engaging a wide range of stakeholders ranging from policy makers, financial service providers, associations, and donor

⁵⁰ 30% charged to the new phase of PFIP when it comes into existence after June 2020.



agencies. In particular, the person will be the key resource in the country leading UNCDFs work on the EU STREIT programme and responsible for effectively under the MoU with FAO.

The Financial Inclusion Specialist will leverage on the knowledge and sharing of experiences to promote the best practices in financial inclusion from the regional activities of UNCDF to add value to the work of EU STREIT. This includes bringing in best practices and expertise in agri VCs and MSME financing.

Summary of key functions:

- Coordination, partnership management support and events planning entailing regular contact with partners through electronic and personal contact and resulting in well executed work of UNCDF in the overall EU STREIT project.
- Participate in the identification, development and oversight of a diverse mix of strong projects in agricultural value chains as mandated by the EU STREIT that support UNCDF outcomes;
- Monitor progress of projects and initiatives – ensuring that projects are running on time and smoothly, problems are identified early, and remedial steps proposed;
- Lead the coordination and support with other components of the EU STREIT to draw meaningful linkages to leverage the work related to financial inclusion and access to finance
- Manage financial inclusion research to guide design and development of new products and services dedicated to select agri-value chains leveraging digital financial services.
- Facilitate the flow of information through effective and timely reporting and sharing knowledge between key stakeholders

With the PSC and EU STREIT Team, participate in the identifying, vetting, and assessing new projects/ a diverse mix of strong projects that support UNCDF's outcomes.

- Working with partners and stakeholders, develop a pipeline of potential projects that help EU-STREIT achieve its outcomes. Projects will be related to branchless banking, mobile phone banking, inclusive insurance, remittances and potentially other areas;
- With the UNCDF team, work with shortlisted partners to develop strong financial inclusion projects that reach low income and rural households, including a high percentage of women and youth;
- Prepare project appraisal documents for presentation to STREIT Investment Committee. These projects will involve private sector partners, such as banks, mobile network operators, insurance companies and non-bank financial institutions amongst others;
- Assist in preparing grant and performance-based agreement documentation for approved partners.

Monitor progress of projects and initiatives / Projects are running on time and smoothly, problems are identified early, and remedial steps proposed.

- With the UNCDF Team, manage a reporting schedule for partners and monitor the receipt and quality of reports. Provide analysis and feedback to partners;
- Undertake regular contact with partners to monitor the implementation of projects supported by grants from PFIP. Assist partners in fulfilling reporting requirements, including to the Mix Market. Monitoring shall be made against quantifiable benchmarks and efficiency indicators agreed in the grant agreement – including the validation of grantees progress reports;



- Based on the findings of the monitoring visits, prepare regular progress reports for the purpose of reporting to the Investment Committee by project management.

Manage financial inclusion research. Knowledge generation and knowledge sharing. UNCDF and stakeholders are informed on current trends, market conditions, and special topics as needed.

- Carry out or oversee research and studies, independently or as a counterpart to consultant(s) hired by UNCDF, on various issues relating to financial inclusion in PNG. These may include financial services sector assessments, financial competency surveys, studies of branchless banking and mobile phone banking, agent networks, government to people payments, client preferences and uptake of financial services; micro-insurance supply and demand studies;
- Develop “information exchange events” for financial inclusion stakeholders;
- Contribute to UNCDF technical notes and other publications, highlighting challenges, opportunities and successes in country;
- Identify stakeholders from PNG to participate in knowledge sharing opportunities, assist in managing the logistics of their participation;
- Contribute, as appropriate, to global knowledge sharing to spread the information on PNG experience in financial inclusion.

Donor Coordination and Partnership management support

- Work closely with the FAO, partner agencies in the EU STREIT and UN RC for strengthening and integrating financial inclusion outcomes in programming;
- Maintain close partnership and relationship ties with the BPNG in order to support interest in the development and execution of the national financial inclusion strategy to expand financial inclusion in PNG;
- Develop and maintain partnerships with relevant regional and national stakeholders, for sharing of experience and to promote coordination of activities in the area of financial inclusion. Key stakeholders include Finance Ministries, Central Banks, telecommunication companies, microfinance service providers, FSPs, donors;
- Identify key knowledge constraints and organize learning, knowledge exchange, training, workshops, etc. to build the capacity and interest in relevant themes. (i.e. consumer rights and protection; financial inclusion policy, best practices, monitoring and evaluation, etc.);
- Manage learning, advocacy events and publications on financial inclusion issues;

UNCDF corporate support. Provide support to PFIP management on corporate initiatives and activities.

- With the concurrence of UNCDF and the UN Resident Coordinator, to represent UNCDF on the UN Country Team in the promotion of a One UN agenda;
- Generate and manage donor reporting on PFIP programme activities in PNG;
- Build an effective partnership with the UN Country Office in PNG;

Competencies

Functional Competencies:

Advocacy/Advancing A Policy-Oriented Agenda

Analysis and creation of messages and strategies

- Creates effective advocacy strategies;
- Performs analysis of political situations and scenarios and contributes to the formulation of institutional responses.



Results-Based Programme Development and Management

Contributing to results through provision of information

- Provides information for linkages across programme activities to help identify critical points of integration;
- Provides information and documentation on specific stages of projects/programme implementation;
- Provides background information to identify opportunities for project development and helps drafting proposals.

Building Strategic Partnerships

Identifying and building partnerships

- Effectively networks with partners seizing opportunities to build strategic alliances relevant to UNCDF's mandate and strategic agenda;
- Identifies needs and interventions for capacity building of counterparts, clients and potential partners;
- Promotes UNCDF's agenda in inter-agency meetings.

Innovation and Marketing New Approaches - Developing new approaches

- Seeks a broad range of perspectives in developing project proposals;
- Identifies new approaches and promotes their use in other situations;
- Creates an environment that fosters innovation and innovative thinking;
- Makes the case for innovative ideas from the team with own supervisor.

Promoting Organizational Learning and Knowledge Sharing

Developing tools and mechanisms

- Makes the case for innovative ideas documenting successes and building them into the design of new approaches;
- Identifies new approaches and strategies that promote the use of tools and mechanisms.

Job Knowledge/Technical Expertise

In-depth knowledge of the subject-matter

- Understands more advanced aspects of primary area of specialization as well as the fundamental concepts of related disciplines;
- Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself professionally;
- Demonstrates comprehensive knowledge of information technology and applies it in work assignments;
- Demonstrates comprehensive understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work assignments.

Global Leadership and Advocacy for UNCDF Goals

Analysis and creation of messages and strategies

- Performed analysis of political situations and scenarios, and contributes to the formulation of institutional responses;
- Uses the opportunity to bring forward and disseminate materials for global advocacy work and adapts it for use at country level.



Client Orientation

Contributing to positive outcomes for the client

- Anticipates client needs;
- Works towards creating an enabling environment for a smooth relationship between the clients and service provider;
- Demonstrates understanding of client's perspective;
- Solicits feedback on service provision and quality.

Technical Competencies:

- Ability to develop project documents, corresponding budgets, and monitoring and evaluation plans;
- Working knowledge of current developments in inclusive finance, including one or more of the following: branchless banking, micro-insurance, social performance, financial literacy;
- Working knowledge of international donor organizations and development partners and preferably experience in preparing proposals for funding.
- Demonstrated broad knowledge of development issues, especially in the areas of poverty alleviation and local development;
- Excellent analytical skills with proven ability to manage projects;
- Comprehensive understanding of the project management cycle and managing for results.

Corporate Competencies:

- Demonstrates integrity and fairness by modelling UN values and ethical standards;
- Displays cultural and gender sensitivity and adaptability;
- Treats all persons fairly without favoritism;
- Shows strong corporate commitment; and
- Promotes the vision, mission and strategic goals of UNCDF and UNDP.
- Ability to address gender equality and empowerment of women considerations in strategic and operational activities of UNCDF.

Required Skills and Experience

Education:

- A Master's degree in economics, public/business administration, social sciences, or related discipline.

Experience:

- A minimum of seven (7) years' experience in progressively more responsible positions in the banking, finance or development field, including in financial inclusion;
- Experience working in or with microfinance institutions, or financial inclusion support projects;
- Ability to develop project documents, corresponding budgets, and monitoring-evaluation plans;
- Working knowledge of current developments in inclusive finance, including one or more of the following: branchless banking, micro-insurance, social performance, financial literacy;
- Working experience and knowledge of socio-economic issues, which results in the exclusion of various groups, women, from the financial sector and ability to generate strategies to address those issues; and
- Working knowledge of international donor organizations and development partners and preferably experience in preparing proposals for funding;
- Demonstrated broad knowledge of development issues, especially in the areas of poverty



- alleviation and local development;
- Excellent analytical skills with proven ability to manage projects;
- Strong IT skills, including ability to work regularly with MS Word, Excel, Outlook and PowerPoint;
- Experience in the Pacific would be an advantage.

Language Requirements:

- Working knowledge (level C) of English; working knowledge of Pidgin English would be an advantage.

Project Manager, Technical Specialist – (UNDP)

Background:

The Project will be delivered under the EU STREIT Programme. STREIT’s overall objective is to increase sustainable and inclusive economic development of rural areas. The Project will support investments in climate resilience and improved value chains by facilitating access to renewable energy technologies. It will deliver a range of activities under output 2.3 – Increased production of and access to, renewable energy systems. It will do this by delivering activities that:

- Support national policy and regulatory reform which will among things, promote the inclusion of renewable energy in of food and agriculture development.
- Determine the feasibility of investment options for renewable energy generation systems.
- Establish renewable energy generation systems in Project areas and advocate for their up-take.
- Support the generation of electricity generated from renewable sources installed.

UNDP will deliver the Project in agreement with an MOU with FAO aiming at achieving the objectives of the STREIT Financing Agreement. It will integrate it into its current portfolio of environment, energy and climate change projects. It will leverage off existing renewable sector activities and existing partnerships with key relevant players including the East Sepik Provincial Administration, PNG Power Limited, other UN agencies including the FAO, the Department of Petroleum and Energy, the Climate Change and Development Authority, the Independent Consumer and Competition Commission and other development partners. The Project will run for five years.

Management and Operational Support Arrangements – Project Management Unit (PMU)

The management of the Project will be supported from within UNDP’s country office to PNG. A small dedicated PMU will provide day-to-day oversight of the Project, working closely with the Project Coordinator and team of FAO. While UNDP will take a direct role in the implementation of the Project, it will be done so within the broader arrangements agreed between the European Union and the Government of PNG acting through the NAO. Where additional capacity is required, it will be drawn through supporting technical arrangements through UNDP’s regional technical hub in Bangkok.

The PMU will provide regular reporting to the STREIT Governance mechanism once established. This will be done through UNDP’s Country Office. These reports will as a minimum detail: progress; risks; issues; challenges and opportunities for the Project and STREIT more broadly.

The PMU will be composed of a Technical Specialist and a Project Associate. The Technical Specialist will be responsible for the day-to-day oversight of the project. They will be supported by a Project Associate who will support financial and administrative management. Both will be nationally recruited.



The PMU will have full access to UNDP's Environment, Energy and Climate portfolio resources. This includes a range of procurement, technical and operational support provided by both national and international experts. This will ensure greater value for money and represents a significant investment on the part of the UNDP.

Reporting:

The PMU will report to the head of UNDP's Environment, Energy and Climate Change portfolio on a day to day basis under the overall guidance of the UNDP's Deputy Resident Representative to Papua New Guinea. The PMU will be integrated into this portfolio allowing it to leverage experience, expertise and administrative and operational support, e.g. an ability to draw on the County Office's centralised procurement unit. This will increase the speed at which activities can be delivered.

The incumbent will work closely with a range of stakeholders that include FAO as the lead Agency for EU STREIT and will specifically work in close collaboration with the FAO Programme Coordinator, including other UN agencies, national and sub-national levels of Government, civil society and project beneficiaries.

Role and responsibilities:

The Technical Specialist will be required to:

- Act as a focal point for matters related to daily operations of the project.
- Plan and prepare project task force consultations on behalf of the PC and UNDP Budget Holder and ensures proper operational support for such meetings.
- Ensure timely management of personnel and the provision of inputs for such personnel, technical support services, sub-contracts, training, equipment/supplies and other needs related to the project's operations in line with the project's work plan and procurement plans.
- Contributes to the preparation of joint EU STREIT programme work plans, monitors progress and where necessary, identify corrective measures to overcome operational constraints.
- Coordinate the timely preparation and submission of project progress and other relevant reports.
- Support the management of the project budget and prepare revisions as required and upon annual receipt of funding allocations from the EU.
- Liaise as necessary with UN partners on the progress of each Agency's implementation of activities and delivery rates as per the approved workplan.
- Liaise with UN partners to ensure timely reporting to the EU.
- Identify any problems facing the project and draw these to the attention of the Project Committee, responsible officers/units concerned.
- Provide guidance and advice to the PC on procedural issues relating to project operations.
- Review the project accounts and ensure there are proper payment authorizations including the preparation of appropriate expenditure documents.
- Manage the project's financial records and advise on the financial status of the project.
- Ensure the maintenance of up-to-date financial records, including the preparation of bank and other reconciliation statements.
- Control and manage the disbursement of funds within the approved budgetary allocation in accordance with established rules and regulations and within the delegated authority.
- Monitor the progress of the project and follow up to ensure the timely submission of the Terminal Report and operational and financial closure of the project.

Qualifications/Experience:



- Advanced degree in public or business administration, finance, accounting, economics, engineering, social sciences or other related fields.
- Experience in delivering projects and initiatives in the energy sector.
- Five years of relevant experience in project management/operations and programme support.
- Good inter-personal skills and demonstrated experience working in a cross-cultural environment.
- Working knowledge (Level C) of English. A working knowledge of Tok Pisin would be an advantage.
- Demonstrated sound judgment and an ability to manage a broad range of relationships well.

Duty Station:

Wewak – East Sepik; with frequent travel Port Moresby to support national level activities, e.g. regulatory reform etc.

Duration: One year with the possibility of contract extension based on performance.

International Project Officer (ITU)

Background, reporting lines:

The Telecommunication Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector of the Union (the Union has three functional sectors: Standardization, Radiocommunication and Development) which deals mainly with development policies, strategies, programming, as well as technical cooperation activities (expert missions, training programmes, field projects, seminars, etc.).

Within the Telecommunication Development Bureau (BDT) of ITU, in close collaboration with the Deputy to the Director, and with Departments within the BDT, the Regional and Area Offices are responsible for proposing the operational policy and strategy of telecommunication development activities in their respective regions, coordinating with countries of the region to prioritize requirements, proposing inputs for the preparation of the operational plan based on these prioritized regional requirements, as well as coordinating and implementing technical cooperation activities in their respective regions, be they in the framework of projects, regional initiatives, or follow-up of World Telecommunication Development Conferences.

Tasks and responsibilities:

Under the technical supervision of the ITU Regional Director for Asia-Pacific region and in close consultation with the STREIT Project Coordinator and team, the incumbent will perform the following duties:

- Is responsible for implementation of project on ICTs in agriculture (ITU component of EU Digital Solutions to Support Rural Entrepreneurship, Investment and Trade in Papua New Guinea (STREIT PNG)).
- Act as focal point in preparing a realistic overall implementation plan, including staffing for each phase of the project, project sustainability arrangements and promotion strategies.
- Draft terms of reference for experts and support coordination of activities relating to this EU funded STREIT project in Papua New Guinea.
- Liaise with those involved in project implementation as well as the professionals in the Region and HQs.
- Ensure participation of all potential players in the project region, monitors adequate participation of stakeholders and coordinate the mobilization of the required regional resources.

