

**Essential Qualifications:**

She / he should be a Vietnamese national.

***Education:***

Advanced university degree in agricultural economics, agriculture, forestry, fisheries or related social science

***Experience:***

Three years of progressively responsible professional experience in development and/or implementation of programmes/projects in the field of agriculture including forestry, fisheries, food security and rural development, preferably in the public sector.

***Language(s):***

Working knowledge (level C) of the English. Knowledge of other official languages of the Organization will be an advantage.

***Other:***

Ability to coordinate, plan and manage project/programme activities

Ability to communicate clearly and concisely, both orally and in writing

Ability to work effectively under pressure.

Ability to train staff.

Ability to identify and resolve problems; ability to liaise effectively with senior Government staff and other counterparts, tact, initiative and sound judgement; ability to establish and maintain good working relations with people of different national and cultural backgrounds.

Computer literacy and ability to use word processing equipment.

**Desirable Qualifications:**

Additional relevant professional experience of the country.

Knowledge of and/or experience with the UN system; experience in public administration.

**Application Procedures:**

- The deadline for this post is **5 p.m Monday 15 January 2007**
- Applicants should submit the completed FAO PH form (available at FAO Office No 3 Nguyen Gia Thieu Street Hanoi) and a cover letter to:  
FAO Representation in Vietnam, No. 3 Nguyen Gia Thieu Street, Hoan Kiem district, Hanoi, Vietnam.

Please write on the outside of the envelope "confidential" and mention "Application for the post of the Assistant FAO Representative (Programme)". Only pre-qualified applicants will be contacted for interview.

## VACANCY NOTICE

**Post Title: Assistant FAO Representative (Programme)**

**Grade of post: NO-B**

**Location: FAO Representation in Hanoi, Vietnam**

### Functions and responsibilities

Under the supervision of the FAO Representative, but working with independence and initiative and applying knowledge of local socio-economic conditions, language, and institutions, the incumbent will perform a range of normative, operational and programming tasks in support of the activities of the FAO Representation in the areas of agriculture, forestry, fisheries and rural development. The Assistant FAO Representative (Programme) is the second person in order of importance in the structure of the Representation as regards programme matters and as such he/she may be called upon to liaise with the Government and local institutions and groups and to represent FAO in meetings, workshops, working groups and in other fora. In particular he/she will:

- Liaise with Government authorities in the agricultural, fisheries, forestry, public health and rural development sectors, as well as with related national institutions and local entities with the aim of ensuring smooth and efficient coordination with the Representation, and liaise with other UN agencies operating in the countries and represent FAO at inter-agency meetings as required.
- Collect, consolidate and analyze basic country data related to food, crops, livestock, forestry and fisheries, including information on external aid; monitor changes in national policies that will affect the state of food and agriculture; provide appropriate and timely information and data to FAO Headquarters and Regional/Sub-regional Offices.
- Provide information and knowledge to the Government authorities, institutions and other local entities on food, nutrition and agriculture and assist in communicating and implementing the FAO regulatory frameworks such as Codex Alimentarius, the Code of Conduct for Responsible Fisheries, and for the Distribution and Safe use of Pesticides etc.
- Participate in producing technical, economic and policy studies when required and assist the government in policy dialogue with multi-lateral institutions.
- Provide support for the development, identification, preparation and formulation of pipeline programmes and projects proposals, in liaison with Government services, UNDP, UN Agencies, Multilateral/Bilateral Donors, and FAO Technical and Operational Divisions and Services; prepare preliminary appraisal of programmes and projects and monitor their implementation;
- Participate, with CTAs or NPDs, to the preparation and regular revision of project work plans and project budgets and monitor their implementation;
- Initiate and supervise administrative and managerial actions required for the recruitment or project personnel and the procurement of goods and services/contractual arrangements for projects, in line with project work plans and budgets as per FAO rules and regulations; provide support to CTAs, experts, NPDs on FAO field programme implementation and projects execution modalities.
- Organize meetings and the functioning of the Virtual Project Task Forces;
- Provide inputs for the FAO Representatives annual reports and participate in the preparation of reports on FAO programme development, implementation and monitoring.
- Provide training and guidance to other FAOR staff involved in programme and administrative activities.
- Promote the image of FAO through liaising with Organizational ITF, UNCTAD, UN Women and priorities and national activities, and liaising with the Government, the private sector and others to understand their needs and interests.
- Be in charge of the FAO Representation's financial management, including the responsibility for the preparation, submission and monitoring of annual budgets and reports on the field programme; and
- Be responsible for the representation of the FAO Representation in the field.



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LA AGRICULTURA  
Y LA ALIMENTACION

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Representation in the Socialist Republic of Vietnam

FAOR 87/06  
PE 13/1

U.H.T.Q.T

21 December 2006

Ngày: 26-12  
Số: 01/2006

Dear Mr. Minn,

I would like to inform you that FAO Representation in Vietnam is recruiting an Assistant FAO Representative (Programme). Please find enclosed herewith the vacancy notice that will be posted in Vietnam News newspaper shortly

It would be much appreciated if you could kindly circulate the vacancy notice as widely as possible within your Ministry.

Thank you in advance for your kind assistance in this matter.

Merry Christmas and Happy New Year!

Sincerely yours,

Andrew Speedy  
FAO Representative in Vietnam

Ch. Lan  
Ch. Minh  
Ch. Son

Mr. Le Van Minh  
Director General  
International Cooperation Department  
Ministry of Agriculture and Rural Development