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<b>POSITION TITLE:</b>	<b>Chief Technical Advisor</b>	<b>GRADE LEVEL:</b>	<b>P- 5</b>
	Capacity strengthening project for Ministry of Environment and Forests	<b>DUTY STATION:</b>	<b>Dhaka, Bangladesh</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>FABGD</b>	<b>DURATION *:</b>	<b>One year, extendable</b>
		<b>POST CODE/N<sup>o</sup>:</b>	
		<b>CCOG CODE:</b>	<b>1A11</b>

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**Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged**  
**Persons with disabilities are equally encouraged to apply.**  
**All applications will be treated with the strictest confidence.**

**The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.**

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#### **DUTIES AND RESPONSIBILITIES**

With regard to a USAID-funded FAO project to strengthen capacities of the Ministry of Environment and Forests in Bangladesh, FAO is seeking a Chief Technical Advisor (CTA). The project, initially for three years, aims to develop a country investment plan (CIP) for the environment, forestry and climate sectors, as well as building the institutional, human and research capacity building of the ministry and its agencies.

Under the overall supervision of the FAO Representative in Bangladesh, the technical supervision of the Lead Technical Officer (LTO) in Bangkok, and in collaboration with the Lead Technical Unit (LTU) at the FAO HQ, other relevant Divisions in FAO and relevant local authorities, the Chief Technical Adviser (CTA) will have overall responsibility for the provision of technical assistance for all components of the Project. In particular the incumbent will:

- prepare annual project work plans and budgets, clear them with FAO and the Donor, and obtain Programme Steering Committee approval; supervise the implementation of the work plans; prepare commitment requests for the FAO budget holder and monitor and report on progress and expenditures, in accordance with the requirements of FAO, the Government of Bangladesh (GoB), the Steering Committee and the Donor;
- supervise the Technical Assistance Teams (TAT) and administration support staff in carrying out their duties;
- review and further develop draft terms of references (TORs) for international consultants; review TORs for the national consultants, identify the required profiles and qualifications of the candidates needed, and participate in the selection of international and national consultants for the project; participate in the briefing and debriefing of all consultants and review of their reports after each mission;
- participate in the identification and development of lists of equipment to be procured under each component of the project;
- develop overall plans for training to be performed under each component of the project;
- liaise with USAID in Dhaka on matters related to the project and associated issues, including maintaining coordination of other USAID-funded projects of a similar nature; maintain a close working relationship with National Project Director (NPD) and provide assistance in organizing meetings; monitor each component of the project according to the project document;
- provide guidance to all international and national consultants to prepare a working paper outlining methodological approaches for to ensure the expected project outputs; ensure coordination of work among consultants, the NPD, TAT and counterparts as well as FAO Regional Office (RAP) and HQ, and closely monitor progress;
- take a leading role in supporting the development of new functions and organizational structures for the MoEF;
- ensure timeliness and quality control of all reports to be published including the end of assignment reports by international and national consultants; support FAO inception missions and ensure completion of the Project Inception Report; in close cooperation with NPD, complete and submit Semi-annual Progress Reports and prepare the final report of work, and draft the Terminal Report of the project in consultation with relevant stakeholders;
- perform other relevant duties.

#### **MINIMUM REQUIREMENTS**

*Candidates should meet the following:*

- Advanced university degree in Environmental Science or a related discipline
- At least ten years' experience in analysing governance dimensions of climate change and programme development specifically at the government level; experience on programme management, and in working with governments in developing country situations in the area of climate change
- Working level of English and limited knowledge of one of Arabic, Chinese, French, Russian or Spanish.

#### **SELECTION CRITERIA**

*Candidates will be assessed against the following:*

- High level managerial, supervisory, analytical and negotiating skills with demonstrated ability to lead a team of professionals and to exercise sound judgement
- Extent of experience in programme management and provision of high-level technical advice, related to the duties and responsibilities of the post
- Extent of experience in working on cross-sectorial linkages of environment, forestry and climate change issues
- Extent of experience in investment planning, donor coordination, strategic interventions, and programme development in the relevant sectors
- Quality of advocacy and communication skills
- Extent of experience in the use of quantitative analysis and statistical methods for policy analyses and research

- Extent of experience in developing countries, especially in south/south-east Asia
- Capacity to support the professional development of the national professionals in the team.
- Ability to represent FAO in dealings with government, UN agencies, bilateral and multilateral agencies and non-government organizations.

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

**\* The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments**

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#### **REMUNERATION**

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

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**For guidelines to applicants, please visit the Application Toolkit at: <http://www.fao.org/employment/current-vacancies/project/en/>**

Send your application to:

V.A **FAOBD-949-13-PRJ**  
FAO Representation in Bangladesh

E-mail: [FAOBD-Vacancies@fao.org](mailto:FAOBD-Vacancies@fao.org)

Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

**FAO IS A NON-SMOKING ENVIRONMENT**