

# VACANCY ANNOUNCEMENT

## INTERNATIONAL PLANT GENETIC RESOURCES INSTITUTE

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For further information on IPGRI, consult the Web page at <http://www.ipgri.cgiar.org>

The International Plant Genetic Resources Institute (IPGRI) undertakes, encourages and supports research and other activities on the use and conservation of agricultural biodiversity, especially genetic resources, to create more productive, resilient and sustainable harvests. Our aim is to promote the greater well-being of people, particularly poor people in developing countries, by helping them to achieve food security, to improve their health and nutrition, to boost their incomes and to conserve the natural resources on which they depend. The organization is active in over 100 countries worldwide, with more than 300 staff working from some 20 country offices. It is one of the 15 Future Harvest Centres of the Consultative Group on International Agricultural Research (CGIAR). IPGRI's headquarters are located just outside Rome, Italy in Maccarese. IPGRI is now looking for a well-qualified candidate, to be based at its Subregional Office for Central Asia in Tashkent, Uzbekistan, for the position of:

### Regional Project Coordinator

On behalf of the United Nations Environment Programme Global Environment Facility (UNEP-GEF), IPGRI is implementing a multi-country project on *In Situ / On Farm Conservation and Use of Agricultural Biodiversity (Horticultural Crops and Wild Fruit Species)* in Central Asia. The project is being undertaken in collaboration with the following countries: Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan.

Under the supervision of the Director for the Diversity for Livelihoods, the Regional Project Coordinator will provide managerial support to the effective implementation of the regional UNEP/GEF project in Central Asia in the following areas:

- Provide technical and administrative leadership to the project team in accordance with agreed project management procedures and act as the main representative of the project at regional and international levels;
- Prepare regional work plan and annual updates including budget allocations, in consultation with national partners;
- Facilitate communications and linkages at regional and national levels as well as with UNEP-GEF;
- Provide administrative assistance to the International Steering Committee in coordinating project implementation at regional level;
- Organize International Steering Committee (ISC) meetings; serve as Executive Secretary and draft the agenda with the chairman and record decisions of the Committee;
- Coordinate project activities among Project Implementation Unit (PIU) staff, ISC and national teams;
- Draft and review terms of reference for international project consultants and sub-contractors; conduct hiring procedures and initiate sub-contracts;
- Co-ordinate, prepare and submit monitoring and evaluation reports:
  - Ensure that UNEP/GEF norms and standards for project monitoring and reporting including achievement of project objectives and delivery of project outputs as specified in the project Logframe are properly met;
  - Coordinate internal project reviews as required;
  - Participate in monitoring and evaluation missions;
  - Monitor and evaluate performance of National Project Implementation Units including financial and administrative aspects of the project;

- Manage the project budget in accordance with the agreed work plan and approved disbursement of project funds, taking into account the decisions of the international and national steering committees;
- Provide timely biannual, annual progress and financial reports to UNEP/GEF through the IPGRI Finance and Administration Group and the IPGRI regional CWANA office;
- Maintain good communication with the project donors and secure additional finances, including availing of opportunities for private sector co-financing, for the approved work plan as necessary;
- Co-ordinate provision of committed in-kind and in-cash contributions for the project;
- Monitor and coordinate activities with Central Asian and Transcaucasian Network on Plant Genetic Resources (CATCN-PGR);
- Oversee the development and maintenance of the project web-site;
- Oversee public relations of the project.

### **Minimum mandatory qualifications and competencies:**

- Advanced university degree (Ph.D. or Master's) in plant biology, fruit growing or forestry.
- Minimum of ten years experience in research management including demonstrated experience in the administration and / or management of international projects;
- Demonstrated experience with GEF policies and procedures.
- Demonstrated competency in project management including project planning tools and administrative management in an international and/or multicultural environment.
- Demonstrated competency in facilitating meetings or discussions.
- Demonstrated competency in financial budget management.
- Fluency in written and spoken English and Russian; proficiency in one Central Asian language is a considerable advantage.
- Superior interpersonal and communications skills including demonstrated competency in the ability to work effectively with other national and cultural backgrounds, high level officials, and partners using courtesy and tact.
- Willingness and ability to travel frequently to all five participating countries.

**Terms and conditions:** This is a Scientist, internationally recruited professional position to be located at IPGRI's Subregional office in Tashkent, Uzbekistan. All benefits are denominated and paid in US Dollars. IPGRI offers an attractive remuneration package including a competitive salary, non-contributory pension plan, medical insurance and generous leave provisions. Initial contract will be for a period of three years, renewable.

**Applications:** Letter of application and *curriculum vitae* in English, including date of birth, gender and nationality, with names and full contact details of at least three referees, including telephone, fax and email address, should be sent to Ingrid Lambert, Human Resources Manager, IPGRI, Via dei Tre Denari 472/a, 00057 Maccarese, Rome, fax (39) 06 6118341 or preferably online at [IPGRI-VACANCY@CGIAR.ORG](mailto:IPGRI-VACANCY@CGIAR.ORG) not later than 24 July, 2006. Please quote source of advertisement.

*IPGRI is an equal opportunity employer and strives for staff diversity in gender and nationality.*