



Issued on:

Deadline For Application: February 10<sup>th</sup>, 2019

JOB TITLE: National web platform consultant

TYPE OF REQUISITION: PSA.NAT

DUTY STATION: Skopje

ORGANIZATIONAL UNIT: REU

DURATION: 60 days on WAE basis until 31 May 2019

---

*FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.*

---

**Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.**

**Persons with disabilities are equally encouraged to apply.**

**All applications will be treated with the strictest confidence.**

---

**Organizational Setting:** Under the overall supervision of the Assistant Director General / Regional Representative, the technical supervision of the Lead Technical Officer (LTO) for the project and the Green Climate Fund (GCF) Advisor and operational supervision of the Budget Holder, as well as in close consultation with the National Designated Authority (NDA) - Cabinet of the Deputy Prime in Charge of Economic Affairs in Skopje and in close liaison with FAO Skopje personnel, the National Web Platform Consultant will undertake the following activities:

#### Reporting Lines

Lead Technical Officer (LTO)/ Green Climate Fund Advisor (REU) and Budget Holder (REU)

**Technical Focus:** Climate change, policy development, capacity development, programme development, coordination and operational assistance based on the knowledge of the local conditions, culture, language and institutions of the country of assignment.

#### Tasks and responsibilities:

- In coordination with the Communications consultant, support the NDA to use the NDA platform as a mechanism for effective communication and engagement between the GCF, the NDA, and the key national stakeholders identified during the activities of this project, including the timely use of a variety of media tools (newsletter, mail lists, social media, others)
- Develop an interactive and user friendly website that consolidates information on country level engagement with the GCF, including priorities and procedures, as well as activities, consultations and projects prioritized and alignment to corporate policies
- Develop a manual for the NDA staff, on the use of the web platform including communication links map and e-Tools for sharing information via e-mail with the focal points in the relevant ministries, and other relevant national stakeholders.
- Organize a workshop/ training for transferring basic information and skills to the NDA staff and other relevant national stakeholders that will be users of the website, including on content creation and content sharing.
- Create a banner that will link other governmental web sides with the national GCF web platform.
- Perform other duties and activities as required to ensure successful implementation of the project.

#### CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

##### Academic qualifications

- University degree(s) in computer science, information technology or related fields

##### Minimum Requirements

- A minimum of 3 years work experience in providing IT technical support, preferably in an international environment.
- Proven work experience with web platforms design and maintenance
- Ability to explain technical concepts and issues in a simple language
- Ability and self-initiative to carry out assigned tasks within deadlines in a team as well as under minimal supervision.
- Excellent knowledge and use of Microsoft Office Suite (Word, Excel, PowerPoint) and programming language
- Excellent oral and written communication skills in English and Macedonian are required.

##### FAO Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

- Gender and minorities awareness

#### **Additional Selection Criteria**

- Knowledge of FAO's project management systems is an asset.
- Good knowledge of policy, institutional and cross-sector coordination issues related to climate change will be an asset
- Demonstrated knowledge of objectives and function of technical programmes as well as of FAO and/or UN operational guidelines and procedures
- Capacity to manage tasks in a systematic and efficient manner with judgment, analysis, independence and initiative
- Capacity to communicate clearly both verbally and in writing;
- Demonstrated ability to establish good working relationship and team spirit both inside the Organization and with external partners such as government officers, UN partners, donors or NGOs
- Previous experience in the UN system will be a strong asset
- Work experience in more than one location or area of work, particularly in field positions is also desirable.
- Knowledge of another UN language is an advantage.

---

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

---

#### **ADDITIONAL INFORMATION**

- 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](mailto: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**

To apply, please send an e-mail with your CV and cover letter attached to [FAO-MK@fao.org](mailto:FAO-MK@fao.org) using the subject line: "Vacancy - National team leader".

Deadline for submissions is 12:00 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: [FAO-MK@fao.org](mailto:FAO-MK@fao.org)

---

**FAO IS A NON-SMOKING ENVIRONMENT**

---