

## **Terms of Reference (TOR) of Project Officer**

The PO will be responsible for the following tasks:

- Oversee the project's operations and procurement and ensure that all the supporting documents are available and in accordance with the Operational Partners Agreement (OPA) and relevant FAO and GEF rules.
- Assist the National Project Coordinator in drafting proposed budget reallocations or revisions, and obtaining approval by the PSC as well as FAO to formalize these annually as part of the GEF budget reconciliation.
- Assist in preparing and monitoring consultancy contracts and sub-agreements.
- Assist in day-to-day activities related to the project's logistics, operations, and procurement components.
- Assist in preparing reports under the Operational Partners Agreement with FAO.
- Assist the National Project Coordinator, Finance, and Administrative Officer in ensuring the timely provision of project inputs (personnel, technical support services, sub-contracts, training, equipment, and supplies).
- Collaborate with management to develop and implement an effective communications strategy based on our target audience.
- Assist the organization in setting priorities for communications systems and technology developments.
- Write, edit, and distribute content, including publications, press releases, website content, annual reports, and other marketing material that communicates the organization's activities, products, and/or services.
- Respond to media inquiries, arrange interviews, and act as a spokesperson for the organization.
- Establish and maintain effective relationships with other organizations, and maintain a media database.
- Seek opportunities to enhance the outreach of the organization's products, and coordinate publicity events as required.
- Maintain records of media coverage.
- Proficiency in design and publishing software.

### **Qualification and skills requirements:**

- Bachelor's degree in Science, Finance, Communications, Journalism, Information technology, or related fields.
- Minimum 2-3 years relevant experience in a project management and communications role.
- Knowledge of desktop publishing software (InDesign/Photoshop).
- Excellent verbal, written, and interpersonal skills.
- Good time management and organizational skills.
- Proficient in Microsoft Office, content management systems, and social media platforms.

**Contract duration:** 2 years

**Salary:** With a monthly salary of Nu. 80,000/-