



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Code Title:	Project Manager
Project Title:	Building Institutional Capacity of the MFAEI
Supervisor:	Portfolio Manager

II. Background

This project has the overall objective of strengthening the institutional capacity of the MFAEI so that it can exercise its functions in a more efficient manner, operate transparently and fulfil its European Integration commitments. The project has three interlinked, yet distinct components:

1. Institutional Capacity Building
2. Regional Cooperation
3. Communications and Public Relations

International and local consultancy, specialized training activities, provision of equipment will be deployed to the Ministry funded by Swedish International Development Agency, Austrian and Estonian Governments and UNDP to support:

- modernization of the MFAEI,
- improvement of the human resource management systems,
- improvement of information flow and service provision through ICT,
- involvement of the Republic of Moldova in regional cooperation processes in South East Europe for bringing the country closer to the European Union, and
- increase the MFAEI's openness and transparency to the public and media.

III. Organizational Context

Under the guidance and direct supervision of the Portfolio Manager in close coordination with National Project Coordinator, the Project Manager ensures the effective and efficient management of the project "Building Institutional Capacity of the MFAEI". The Project Manager applies and promotes the principles of results-based management (RBM), as well as a client-oriented approach consistent with UNDP rules and regulations.

The Project Manager works in close collaboration with the Programme, Operations, Communications and other project teams in the Country Office (CO) for effective achievement of results, anticipating and resolving complex project-related issues and information delivery.

The incumbent is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

IV. Functions / Key Results Expected

Summary of Key Functions:

The incumbent will ensure the provision of development services and products (commensurate with the scope of the project) of the highest quality and standards to national counterparts and clients. More specifically:

1. Project Management:

- a) Assume full responsibility for and manage effectively and efficiently all project activities and resources (human, financial, physical / material assets, etc) in order to meet expected results. Develop annual activity and procurement work plans as well as budgets based on expected year-end outputs, ensure close monitoring of activities and disbursements.
 - b) Build, motivate and lead a high performing team consisting of project personnel, expert consultants, translators, etc. Undertake personnel performance appraisals and career development coaching at project level.
 - c) Apply UNDP programming tools and policies as explained in the Results Management Guide, including the utilization of the Project Management Module in Atlas (Prince2, etc). Keep abreast of UNDP programming practices and maintain an optimum level of knowledge by continuous learning.
 - d) Prepare qualitative substantive and financial progress reports as may be required by the project. Prepare periodic procurement/contracting and financial delivery reports for UNDP management. Prepare budget revisions as needed.
 - e) Ensure wide dissemination and visibility of project achievements. Establish and manage mechanisms for exchange of information, experience and lessons learned at the local and national levels
 - f) Maintain close coordination with project partners, ensure synergies, avoid overlaps in project implementation, collaborate with other donors working in the same area, provide information relevant to the project.
2. Support to the CO Programme and overall coordination: Support the Portfolio Manager and CO Programme section in general in programme development, formulation and strategic processes with substantive contributions. Promote knowledge sharing and building among partners and stakeholders.
 3. Resource Mobilization and Partnership Building: Maintain and animate effective dialogue with partners and among stakeholders. Engage with relevant donors and contribute to the CO resource mobilization efforts.
 4. Knowledge Management: Ensure wide dissemination and visibility of project achievements. Participate in national and international fora, making substantive contributions as appropriate.

V. Impact of Results

The key results have a direct impact on the overall successful achievement of the CO programme. Accurate analysis and presentation of information enhances UNDP's position as a strong development partner. The information provided facilitates decision-making of the Project Steering Committee and UNDP management.

VI. Competencies	
Corporate Competencies:	
<ul style="list-style-type: none"> q Demonstrates commitment to UNDP's mission, vision and values. q Exerts strict adherence to corporate rules, regulations and procedures. Familiarity with the internal control framework and results-based management tools is a must. q Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability 	
Functional Competencies:	
<u>Knowledge Management and Learning</u>	
<ul style="list-style-type: none"> q Shares knowledge and experience q Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills 	
<u>Development and Operational Effectiveness</u>	
<ul style="list-style-type: none"> q Ability to perform a variety of specialized tasks related to Results-Based Management, including support to design, planning and implementation of programme, managing data, reporting. q Ability to provide input to business processes, re-engineering, implementation of new system, including new IT based systems. q Ability to establish and maintain contacts with senior-level officials of the host government required. Excellent interpersonal skills are essential part of the job. Ability to communicate effectively, both orally and in writing, is required to obtain, evaluate and interpret factual data and to prepare accurate and complete reports and other documents. 	
<u>Leadership and Self-Management</u>	
<ul style="list-style-type: none"> q Focuses on result for the client and responds positively to feedback q Consistently approaches work with energy and a positive, constructive attitude q Remains calm, in control and good humored even under pressure q Demonstrates openness to change and ability to manage complexities 	

VII. Recruitment Qualifications	
Education:	University Degree in Public Administration, Business Administration, Law, Economics or related areas.
Experience:	<p>At least five years of progressively responsible experience is required at the national or international level in the areas of public administration or international development.</p> <p>Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO or private sector / consulting firm is a very strong advantage.</p> <p>Strong analytical, drafting and communication skills.</p> <p>Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.</p>
Language Requirements:	Fluency in both oral and written English and Romanian is a must. Knowledge of Russian desired.

VIII. Timeframes	
Duration of employment:	12 months with a possibility of extension