



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Code Title:	Project Manager
Project Title:	Support to Strengthening the National Preventive Mechanism as per OPCAT provisions
Supervisor:	Portfolio Manager
Duration of employment:	12 months with a possibility of extension

II. Background

This project aims at preventing the prevalence/incidence of torture and other cruel, inhuman or degrading treatment or punishment by strengthening the National Preventive Mechanism (NPM) in compliance with the UN CAT/OPCAT requirements and under overall national human rights protection and promotion system. The project is co-funded by European Union and is implemented in partnership with the Centre for Human Rights and in collaboration with other counterparts. The project duration is 36 months.

More specifically, the project will implement a core streams of activities to support the Centre for Human Rights in :

- strengthening the National Preventive Mechanism (NPM) for the monitoring and prevention of torture and other cruel, inhuman or degrading treatment or punishment at the national level in compliance with the OPCAT provisions;
- strengthening the institutional capacity of the Ombudsperson Institution/Centre for Human Rights in exercising its functions, including support the improvement and implementation of relevant legislative framework to in the human rights area.

III. Organizational Context

Under the guidance and direct supervision of the Portfolio Manager, and in close coordination with the National Coordinator, the Project Manager ensures the effective and efficient management of the project by supporting the design, planning and management of projects. 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), as well as National Coordinator for effective achievement of results, anticipating and resolving complex programme/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 programme/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 programme/project personnel, expert consultants, translators, etc. Undertake personnel performance appraisals and career development coaching at programme/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 work plans and substantive and financial progress reports as may be required by the programme/project. Prepare periodic procurement/contracting and financial delivery reports for UNDP management. Prepare budget revisions as needed. Timely submit the above mentioned deliverables.
- 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 and coordination with National Coordinator, representatives of Parliament, Government, Civil Society and European Commission Delegation and other relevant donor representatives. Engage with relevant donors and contribute to the CO resource mobilization efforts.

4. Knowledge Management: Ensure wide dissemination, promotes UNDP/EU goals and values and ensures visibility of programme/project achievements at the national/local level, as well as regional. Participate in national and international fora, making substantive contributions to knowledge networks and Justice and Human Rights CoPs as appropriate.

Additional Responsibilities:

5. Continuously assesses the risks and analysis the human rights situation in the country
6. Bears overall responsibility for the quality/substance and timely delivery of the project products

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 Board and UNDP management.

VI. Competencies

Corporate Competencies:

- Demonstrates commitment to UNDP's mission, vision and values.
- Exerts strict adherence to corporate rules, regulations and procedures. Familiarity with the internal control framework and results-based management tools is a must.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- 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.
- Ability to provide input to business processes, re-engineering, implementation of new system, including new IT based systems.
- 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.

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities

VII. Recruitment Qualifications

Education:

University/Master Degree in Law, Human Rights, Political Science or other related areas

Experience:

At least three years of progressively responsible experience is required at the national or international level in the development and management of human rights/legal programmes (experience in managing programmes co-financed by European Commission is an advantage)

Extensive knowledge of human rights situation

In-depth knowledge and understanding of human rights development issues, programmes, national and international frameworks and counterparts

Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO or

