



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Code Title:	Community Development Project Officer
Project Title:	Support to Confidence Building Measures
Supervisor:	Project Manager
Duration of employment:	12 months with a possibility of extension

II. Background

The overall objective of the project is to support confidence building measures between Chisinau and Tiraspol as well as address the needs of Transnistrian region communities by increasing their access to basic social and economic services. Funded by the European Commission, the project will:

- (I) Contribute to economic reintegration through promoting and supporting business advisory services and practices as well as their cross-river exchange;
- (II) Empower communities to implement and monitor development priorities as well as local actors to deliver services and upgrade the basic infrastructure;
- (III) foster civil society development in the Transnistrian region by supporting them to address pressing social and community needs through cross-river partnerships

III. Organizational Context

Under the guidance and direct supervision of the Project Manager, the *Community Development Officer* contributes to the effective and efficient management of the *Support to Confidence Building* project by supporting the design, planning and management of infrastructure and community development projects. The incumbent applies and promotes the principles of results-based management (RBM), as well as a client-oriented approach consistent with UNDP rules and regulations.

The *Community Development Officer* works in close collaboration with other project team members as well as other project teams in the Country Office (CO) for effective achievement of results, anticipating and advising on the resolution of 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 contribution to an 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 responsibility for the practical coordination of community development and infrastructure rehabilitation project activities and resources (human, financial, physical / material assets, etc) in order to meet expected results.
 - b. Provide assistance to communities for designing local development project drafts as well as work on the quality of the concept papers, proposal outlines and agreements in close cooperation with the grant recipients.
 - c. Assist and consult the local authorities and community groups in assessing, preparing and supervising qualitative carrying out of civil works, contract fulfillment monitoring and periodical performance evaluation during projects' implementation process.
 - d. Establish in-house monitoring and evaluation systems as well as monitor and follow up on local development projects progress according to the grant agreements and UNDP procedures related to civil works.
 - e. Ensure timely submission of financial and activity reports by communities and sub-contractors and ensure harmonized reporting by recipients on key performance indicators
 - f. Co-ordinate the work of short-term engineering consultants and assure timely delivery of feasibility, evaluation and progress reports prepared by the above-mentioned experts.
 - g. Support processes related to the selection, capacity assessment, contracting, monitoring, evaluation and audit of grant recipients, ensuring compliance with UNDP regulations.
 - h. Apply UNDP programming tools and policies as explained in the Results Management Guide. Keep abreast of UNDP programming practices and maintain an optimum level of knowledge by continuous learning.
 - i. Contribute to the preparation of qualitative work plans and financial progress reports related to the community development projects as may be required by the Project Manager. Provide support for the preparation of procurement/contracting and financial delivery reports for UNDP management. Timely submit the above mentioned deliverables.
 - j. Contribute to the wide dissemination and visibility of project achievements. Support mechanisms for exchange of information, experience and lessons learned at the local and national levels.
 - k. Maintain close coordination with assigned project partners, helping at ensuring synergies and avoiding overlaps in project implementation.
2. Support to the project cell and overall coordination: Support the Project Manager and CO Programme section in general in project development, formulation and processes with necessary contributions. Promote knowledge sharing and building among partners and stakeholders.
3. Knowledge Management: Support wide dissemination, promotion of UNDP/EU goals and values ensuring visibility of project achievements at the national/local level.

V. Impact of Results

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

VI. Competencies

Corporate Competencies:

- 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:

Knowledge Management and Learning

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

Development and Operational Effectiveness

- 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.

Leadership and Self-Management

- 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 Civil Engineering/Construction, Public Administration, Business Administration, Economics or other related areas
Experience:	At least five years of progressively responsible experience is required at the national or international level in the areas of community development/infrastructure rehabilitation work.

	<p>(Experience of work in the Transnistrian region and/or in programmes financed by European Commission is a very strong advantage).</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>Experience in community-oriented programmes, project design, implementation, and monitoring and evaluation.</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 Romanian and Russian is mandatory. Good knowledge of English is a must.

VIII. Signatures- Job Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name:	Signature	Date