

**Network of Associations of Local Authorities of Southeast Europe (NALAS)
JOB DESCRIPTIONS – UNDP TGDL Project**

Job Title: **Project Manager**

Contract: Full-time (100%)

Reports to: Project Specialist

I. Organizational Context

The Project Manager will work at the headquarters of one of the local government associations which are member of NALAS and participating in the TGDL program.

In close cooperation with the staff of the UNDP Country Offices and local government associations in the beneficiary countries, the Project Manager (PM) will be responsible for the implementation of the TGDL program at the national level of beneficiary countries.

The day-to-day supervision and mentoring will be exercised by the Project Specialist.

II. Functions / Key Results Expected

Summary of key functions:

- (1) Management of TGDL activities in the beneficiary countries.
- (2) Research and advisory support to TGDL country level activities.
- (3) Planning and implementation of capacity development activities.
- (4) In cooperation with local government associations, initiation and development of knowledge management and professional networking in the beneficiary countries.

Year 1 deliverables are found in the Appendix to this TOR. Future year deliverables will be defined as part of the Project Manager's Workplan.

(1) Management of TDGL activities in the beneficiary countries

- Implement and manage TGDL activities within each respective country, which includes preparing annual working plans, procurement plans, and recruitment plans, managing a budget and monitoring expenditures under the overall supervision of the Project Specialist. Provide first-line trouble shooting for countries.
- Liaison to the UNDP country offices and the local government associations in the beneficiary countries.
- Report to the Project Specialist.
- Ensure proper monitoring and evaluation procedures are instituted in all project activities, including site monitoring visits as necessary.
- Ensure that TGDL objectives and activities are well coordinated with plans and activities of respective UNDP Country Offices;
- Prepare and submit monthly progress reports to the Project Specialist.
- Prepare Terms of Reference for consultants and contractors. Oversee the work of thematic experts and other consultants and contractors;
- Ensure the expansion of project activities throughout beneficiary countries.
- Ensure proper operational, financial and administrative management in the project, in accordance with the agreement signed between NALAS and UNDP.

(2) Research and advisory support to TGDL, country level activities

- Conduct baseline assessment for the project;
- Perform research for the beneficiary countries on topics related to the objectives of the project.
- Evaluate and disseminate international best practice of local government associations in developing climate change policies and promoting actions to address climate change mitigation and adaptation.

Job Title: **Project Manager**

Provide assistance to the local government associations in formulating and carrying out the Action Plan for specific policy changes identified through TGDG policy roundtables.

(3) Planning and implementation of capacity development activities

- Conduct capacity assessment of local government associations (LGAs) with regards to climate change advocacy & training and monitors capacity development;
- Identify capacity development needs and opportunities of LGAs;
- Support the elaboration and implementation of Professional Development Plan for LGAs in the area of climate change mitigation and adaptation policies on the local level;
- Identify civil servant training institutes in the beneficiary countries that provide courses on sustainable local development, review the content, and contribute to project activities to develop such courses based on knowledge and experience created through the project.
- Work with participating LGAs to identify training needs of their members on climate change mitigation and adaptation issues, including funding sources and tools such as inter-municipal cooperation to support sustainable local development.
- Design other activities to motivate and enable LGAs to develop their capacity to advocate for appropriate policy instruments in support of sustainable local development and climate change mitigation and adaptation.

(4) In cooperation with local government associations, initiation and development of knowledge management and professional networking in the beneficiary countries.

- Keep abreast of research, policy and technological developments in the area of climate change mitigation and adaptation policies and local development;
- Contribute to the relevant section of the regional knowledge base.
- Establish networks for the building and sharing of expertise and learning capacities within the membership of local government associations in the beneficiary countries.
- Support the process of developing knowledge products by codification of experiences and lessons learnt at the national and regional levels.
- Support and develop the partnerships with counterparts such as local governments associations, International Organizations, Think-Tanks and NGOs;
- Liaise with UNDP country offices colleagues in the selection of pilot projects;
- Organize policy roundtables, conferences and workshops as a part of project activities. This includes logistical planning for venue, interpretation, and travel of participants.

Other

- Provide, in cooperation with local government associations, both internal and external clients in the beneficiary countries with timely and adequate support / information on program activities;
- Carry out other duties as necessary relevant to the above mentioned thematic areas;
- Preparation of talking points and presentations on climate change mitigation and local development.
- Preparation of briefing notes for relevant meetings and events when requested

III. Impact of provided functions

The provided functions will ensure optimum effectiveness of performed activities and sustainability of achieved results in the beneficiary countries.

Job Title: **Project Manager**

IV. Competencies

Corporate Competences:

Demonstrates commitment to UNDP's mission, vision and values

Displays cultural, gender, race, nationality and age sensitivity and adaptability

Promotes the vision, mission, and strategic goals of UNDP

Treats all people fairly without favoritism

Functional Competences:

Development and Organizational Effectiveness:

Ability to perform a variety of specialized tasks related to results-based management and coordination, including support to design, planning and implementation of the program, managing data, reporting.

Ability to lead formulation, implementation, monitoring and evaluation of development programs and projects, mobilize resources

IT literacy, familiarity with e-presentation techniques and ability to operate with on-line web-based applications

Leadership and Self-Management:

Focuses on result for the client and responds positively to feedback;

Consistently approaches work with energy and positive, constructive attitude;

Remains calm, in control and good humor even under pressure;

Demonstrates openness to change and ability to manage complexities;

Sense of initiative and willingness to embrace additional responsibilities in team work;

Builds strong relationships with counterparts and local stakeholders in the beneficiary countries.

Demonstrated ability to work in an independent manner; ability to organize work efficiently and deal with a heavy workload.

Key Competences:

Substantive understanding of achievements and challenges inherent to transition toward decentralized governance in Europe and the countries of the former Soviet Union;

Extensive knowledge of the theoretical framework supporting policies and programming in the area of local development, environmental governance and climate change challenges.

Extensive knowledge of UNDP Capacity Development framework;

Good knowledge of local development issues in the beneficiary countries, with emphasis on local governance and climate change mitigation;

Excellent problem-solving and communication skills.

Clear and convincing writing style.

Confirmed ability to adjust to new situations quickly, to work efficiently under pressure and to meet deadlines;

Program/project design and management skills;

Analytical thinking and research skills.

Knowledge Management

Good Networking and inter-personal / social skills;

Promotes a knowledge sharing and learning culture in the office;

Actively works towards continuing personal learning and development in one or more Practice Areas,

Job Title: **Project Manager**

acts on learning plan and applies newly acquired skills.

V. Recruitment Qualifications

Master's degree or equivalent in one of the following fields: economics, environmental studies, public administration, engineering.

Experience:

- (1) Minimum 3 years of relevant experience in local development of beneficiary countries, preferably in local government associations in South-East Europe.
- (2) Experience in research, surveys and studies in the area of local development and/or environmental governance, preferably in beneficiary countries.
- (1) Experience in the usage of computers and office software packages.
Experience in handling of web.2 tools is an asset.

Language requirements:

Fluency in Spoken and Written English;

Knowledge of Russian or local languages of the Western Balkan region will be an asset.