

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

Job Title: **Project Specialist**

Contract: Part-time (50%)
Reports to: NALAS Executive Director

I. Organizational Context

The Project Specialist (PS) will work at the headquarters of the Network of Associations of Local Authorities of Southeast Europe (NALAS) in Skopje, as part of the regional UNDP program “Think Globally Develop Locally” (TGDG) managed by the UNDP Bratislava Regional Centre’s (BRC) Local Governance sub-practice.

Under the guidance of the UNDP/BRC Local Governance Specialist, the PS will be responsible for the overall management and implementation of the TGDG program.

The day-to-day supervision and mentoring will be exercised by the NALAS Executive Director with input from NALAS Program Officers.

II. Functions / Key Results Expected

Summary of key functions:

- (1) Main strategic input for the design and implementation of different regional and national components.
- (2) Research and advisory support to TGDG regional activities
- (3) Coordination and supervision of capacity development activities.
- (4) Knowledge management activities and facilitation of professional networks (internal and external) at the regional level.
- (5) Overall supervision of the project management tasks.

(1) Overall TGDG project management and supervision

- Lead and effectively manage the overall TGDG project. This includes substantive input to the development of annual working plans and their final validation, monitoring their implementation and timely notification to NALAS and UNDP of implementation problems.
- Supervise the Project Manager, including development of PM’s individual working plan.
- Liaison to the UNDP Regional Center Bratislava and the NALAS Secretariat. Report to the UNDP Regional Center on a monthly basis.
- Ensure effective application of Result Based Management tools, establishment of management targets and monitoring achievement of results;
- Ensure full transparency and access to information about activities of TGDG for all project stakeholders;
- Prepare and submit quarterly quality assessment reports, annual progress reports, and other substantive and operational reports from the project as required by UNDP.
- Provide technical input and oversee development of Terms of Reference for consultants and contractors.
- Review policy papers, reports, assessments, and other knowledge products created under the project.
- Ensure the expansion of project activities to other countries in Southeast Europe and CIS.

(2) Research and advisory support to TGDG regional activities

- In cooperation with UNDP and NALAS, design baseline assessment methodology;
- Establish and promote Local Integrated Response Network (LIRN) as a platform for the exchange of know-how and experience at the regional level;
- Design and implement a platform for virtual communication of LIRN members; Investigate international (regional and global) best practice of local government associations in developing climate change policies and promoting actions to address climate change

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mitigation and adaptation.

Advise local government associations in their engagement with senior government officials to promote appropriate policies to support climate change mitigation and adaptation on the local level.

(3) Coordination and supervision of capacity development activities

- In cooperation with UNDP and NALAS, design capacity assessment of local government associations with regards to climate change advocacy and training.
- Coordinate the elaboration and implementation of Professional Development Plans for local government associations in the region in the area of climate change mitigation and adaptation policies.
- Identify training institutions that provide courses on sustainable local development in the countries of South-East Europe and abroad and promote the exchange of training concepts and experience with relevant institutions in the beneficiary countries;
Strengthen the LIRN networking concept to facilitate the exchange of concepts and experience of local government associations in building their capacities to advocate for appropriate policy instruments in support of sustainable local development and climate change mitigation and adaptation.

(4) Knowledge management activities and facilitation of professional networks (internal and external) at the regional level

- Utilize the NALAS competence centre for the establishment of a sound knowledge base on research, policy and technological developments in the area of climate change mitigation and adaptation policies and local development;
- Activate the NALAS structures and Task Forces to support the creation and development of a network that will build and share regional expertise and capacities of local government associations to support their members in addressing climate change;
- Develop and implement methods and procedures for the systematic collection and codification of experience and lessons learnt at the national and regional levels.
- Facilitate the sharing of knowledge and experience with other European networks focusing on sustainable local development.
Support the identification of appropriate selection criteria and coordinate the selection of pilot projects.
- In cooperation with UNDP and NALAS, design and participate in policy roundtables, conferences and workshops as a part of project supervision and coordination.

Other

- Provide UNDP Bratislava, the NALAS Secretariat and the NALAS Task Forces with timely and adequate information on program activities.
- Carry out other duties as necessary relevant to the above mentioned thematic areas;
- Participate in and contribute to talking points and presentations on climate change mitigation and local development.
- Review of briefing notes for relevant meetings and events.

III. Impact of provided functions

The provided functions will ensure overall performance of the TGDL project as well as a high level of target-orientation, coherence and effectiveness of activities performed in the region.

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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 clients and external actors.

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 international development issues, 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,

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acts on learning plan and applies newly acquired skills.

V. Recruitment Qualifications

Education:

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

Experience

- (1) Minimum 5 years of relevant experience, preferably in international organizations. Experience in the Eastern European and the CIS Region is an asset.
- (2) Project management experience.
- (3) Capacity building experience.
- (4) Experience in the area of local development and/or environmental governance
- (5) 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.