



## VACANCY ANNOUNCEMENT RE-ADVERTISEMENT

(28 November 2008)

VACANCY NOTICE NO.:	NA-08-56
ORGANIZATIONAL LOCATION:	UNEP/DGEF
DUTY STATION:	Bangkok
FUNCTIONAL TITLE:	Task Manager, International Waters
GRADE:	L-4
POST NUMBER:	351129
DURATION:	1 Year (renewable)
CLOSING DATE:	26 December 2008

The position is located at the United Nations Environmental Programme (UNEP), Division of Global Environment Facility (GEF) at the Bangkok duty station.

### Background information:

UNEP is one of three implementing agencies of the Global Environment Facility (GEF), alongside the World Bank and the UN Development Programme (UNDP). The GEF helps developing countries and those with economies in transition to meet the agreed incremental costs of measures designed to achieve global environmental benefits in six focal areas: biological diversity, climate change, international waters, ozone layer depletion, land degradation and persistent organic pollutants (POPs).

### DUTIES AND RESPONSIBILITIES

The post is located in UNEP/DGEF. Working under the guidance of the Senior Programme Officer - International Waters, the Task Manager will be responsible for International Waters projects approved with GEF funding and being executed by external agencies and UNEP internal divisions. He/she is expected to cover a portfolio of projects that are relatively complex, and are of strategic importance, thus requiring strong project management skills, as well as strong technical expertise. Those projects are mainly implemented within Asia and the Pacific. Specifically, the incumbent will perform the following duties:

#### 1. Project identification and development.

- Liaise with internal and external partners to identify relevant and eligible project concepts;
- Discuss and clear such concepts with the Senior Programme Officer (SPO);
- Consult with UNEP Divisions and regional offices as necessary;
- Advise project proponents on how to revise concepts to respond to issues raised by the peer reviewer or other reviews;
- Present and defend the concept at the Project Approval Group (PAG);
- Advise proponents preparing the Project Preparation Grant (PPG) request for submission to GEF;
- Monitor GEF project milestones to avoid delays and potential project cancellation;
- Address GEF Secretariat and STAP reviews and ensure that PAG recommendations are considered in further project development by the executing agency;
- Work with the Fund Management Officer to internalize the PPG upon GEF approval;
- Supervise PPG execution in accordance with UNEP and GEF policies and procedures;
- Support the executing partner in mobilizing co-financing for the project;
- Ensure that a PPG completion report and financial reports is available upon completion of activities;

- Verify that project proposal meets GEF quality-at-entry standards before submission to SPO and GEF management for PRC review;
- Follow up- with GEF Secretariat during the project review process and promptly addresses any comments in consultation with project partners;
- Upon GEF CEO approval, works with the Fund Management Officer to internalize the project document.

## **2. Supervision of project implementation**

- Prepare project supervision plans for all projects under his/her portfolio for their entire duration and periodically updates them;
- Organize and manages the project inception meeting with a view to ensure project implementation readiness;
- Provide oversight to project execution and in doing so ensures that all UNEP and GEF criteria, rules and regulations are adhered to by project partners;
- Participate in the Steering Committee meetings and ensure that the Steering Committee fulfills its function;
- Regularly monitor project progress and performance and rates progress towards meeting project objectives, project execution progress, quality of project monitoring and evaluation, and risk;
- Periodically assess project assumptions and monitors risk;
- Monitor reporting by project executing partners and provides prompt feedback on the contents of the report;
- Promptly inform management of any significant risks or project problems and takes action and follows up on decisions made;
- Prepare reports in accordance with GEF and UNEP requirements;
- Maintain adequate project-related documentation;
- Cooperate in the “quality of project supervision assessment”;
- Apply adaptive management principles to the supervision of the project;
- Assist with the preparation of project revisions, ensuring that project revision documentation is complete and in accordance with DGEF requirements;
- Assess the need to conduct mid-term independent evaluation and if so, liaises with the Evaluation and Oversight Unit to ensure the evaluation is timely conducted;
- Review project outputs, provides technical input and ensures quality standards are met;
- Manage any mandatory project(s) mid-term review in accordance with DGEF guidance and prepares a management response with a plan for implementation of recommendations;
- Support the project terminal evaluation;
- Take responsibility to ensure that project is financially closed in a prompt manner after completion of project activities.

## **3. DGEF knowledge management and data management**

- Identify and codifies lessons emerging from project implementation;
- Ensure accuracy and completeness of project data in the project information system for all projects under his/her supervision;
- Contribute to project data reconciliation exercises within DGEF and with the GEF Secretariat;
- Identify media and other outreach opportunities and materials and contributes project information and written materials to be used by the communications and outreach Programme Officer.
- Participate and contributes to any events organized by GEF and UNEP to disseminate information on project results and lessons.

## **4. UNEP and GEF corporate tasks:**

- Contribute to Council document reviews as needed;
- Represent DGEF in UNEP and GEF-related meetings;
- Participate in the UNEP Project Review Committee (PRC) attending at least 3 meetings per year;
- Provide input to UNEP and GEF policy and information documents as necessary;
- Provide input to GEF corporate evaluations, including country portfolio evaluations, thematic evaluations and impact evaluations and to the preparation of the Management Action Record.

## **Qualifications and Experience:**

### ***Education***

Advanced university degree (masters and above) in fields such as marine or freshwater biology, ecology, hydrology or chemistry; coastal zone and river basin management or related fields, with specialization in issues related to the protection and management of international waters.

### ***Competencies and skills:***

- **Professionalism:** Knowledge and understanding of international waters issues and discussions, knowledge and understanding of environmental and resource status of various international water; practical experience in programme/project management and oversight; good analytical and problem-solving skills, including ability to identify and participate in the resolution of issues/problems; ability to apply good judgment in the context of assignments given; ability to plan own work and manage conflicting priorities.
- **Communication:** Good communication (spoken and written) skills, including the ability to comments on a variety of project related documents, the ability to prepare technically sound and logical proposals for projects, and the ability to outline project concepts and project implementation direction.
- **Technological Awareness:** Fully proficient computer skills and use of relevant software and other applications, e.g., word processing, spreadsheet and other project management software.
- **Teamwork:** Good interpersonal skills and ability to establish and maintain effective partnerships and working relationship in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance.

### ***Experience and knowledge:***

- At least 7 years relevant experience in a field related to International Waters;
- Work experience with projects in developing countries;
- Demonstrated successful experience in large-scale project design, management, supervision and monitoring;
- Demonstrated experience of working in international and/or multi-country contexts.

### ***Language Requirements:***

English and French are the working languages of the UNEP. For the post advertised, fluency in oral and written English is required. Knowledge of other UN languages an asset.

### ***Other Desirable Skills:***

- Knowledge of modern computer applications and software including advanced use of spreadsheet and database applications required.
- Ability to verbally communicate complex ideas and concepts in a lucid and to write concisely and precisely.
- Ability to produce high quality documents at short notice.

Interested applicants are requested to send a detailed curriculum vitae including date of birth, nationality, educational qualifications, a summary of professional skills and/or expertise, a summary of relevant work experience, publications written, and languages spoken, or to complete a United Nations Personal History form (P.11), available on UNEP website at: [www.unep.org/vacancies](http://www.unep.org/vacancies).

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered. **See UN website**  
**[http://www.un.org/Depts/OHRM/salaries\\_allowances/index.html](http://www.un.org/Depts/OHRM/salaries_allowances/index.html)**

**Preference will be given to equally qualified women candidates.**

All applications to be sent to the following address **on or before the deadline of 26 December 2008**

Chief, Recruitment and Classification Section  
Human Resource Management Service  
United Nations Office at Nairobi, (UNON)  
P.O. Box 67578 00100, Nairobi, Kenya

Email: **recruitment@unon.org**

**Deadline for applications: 26 December 2008**

**PLEASE QUOTE VACANCY ANNOUNCEMENT NO.: NA-08-56**