Term of Reference for Project Manager

Position title: Project Manager (PM)
Project title: UN-REDD (Reduced Emissions from Deforestation and Degradation), Viet Nam Programme
Starting date: Mid August 2009
Duty station: Project Office, Hanoi
Duration: 20 months (full-time)
Supervision: National Project Director

Duties and responsibilities:

1. Prepare and updates project work plans, and submit these to the NPD and UNDP for clearance;
2. Participate in quarterly work planning and progress reporting meetings with the NPD, PMU, and UNDP;
3. Ensure that all agreements with implementing agencies are prepared, negotiated and agreed;
4. Prepare TORs for key inputs (i.e. personnel, sub-contracts, training, procurement) and submit these to the NPD and UNDP for clearance, and administer the mobilization of such inputs.
5. With respect to external project implementing agencies/ sub-contractors ensuring that these agencies mobilize and deliver the inputs in accordance with their letters of agreement or contracts, and providing overall supervision and/or coordination of their work to ensure the production of the expected outputs;
6. Assume direct responsibility for managing the project budget by ensuring that: project funds are made available when needed, and are disbursed properly, expenditures are in accordance with the project document and/or existing project work plan, accounting records and supporting document are properly kept, required financial reports are prepared, financial operations are transparent and financial procedures/ regulations for NEX projects are properly applied; s/he is ready to stand up to audits at any time;
7. Assume direct responsibility for managing the physical resources (e.g. vehicles, office equipment, furniture...) provided to the project by UNDP;
8. Supervise the project staff and local or international short-term experts/consultants working for the project;
9. Prepare project progress reports of various types and the Final Project Report as scheduled, and organizes review meetings and evaluation missions in coordination with UNDP;
10. Report regularly to and keeps the NPD and UNDP PO up-to-date on project progress and problems.

Qualifications:
- University degree (preferably post-graduate degree) in environment, forestry, climate change or related fields;
- At least 5 years of experience in project management and implementation;
- Strong analytical skills, good inter-personal and team building skills;
- Full time availability for project management duties;
- Working level of English language is an absolute necessity;
- Familiarity with technical assistance projects and UNDP programme in Viet Nam is an asset