

	<b>Post Title:</b>	<b>Project Manager</b>
	<b>Project:</b>	<b><i>Enhancing Adaptive Capacity of Communities to Climate Change-related Floods in the North Coast and Islands Region of PNG</i></b>
	<b>Duty Station:</b>	<b>Office of Climate Change and Development, Port Moresby</b>
	<b>Duration:</b>	<b>1 year (possibility of extension)</b>
	<b>Type of Contract:</b>	<b>Service Contract (SC-11)</b>
	<b>Starting Date:</b>	<b>October 2014 (tentative date)</b>

### **Project Background:**

The Government of Papua New Guinea (GoPNG) through the Office of Climate Change and Development (OCCD) in collaboration with the United Nations Development Programme (UNDP) in PNG will be implementing the Adaptation Fund funded project on “*Enhancing Adaptive Capacity of Communities to Climate Change-related Floods in the North Coast and Islands Region of PNG*” for four years. The overall objective of this Project is to enhance the adaptive capacity of vulnerable communities to make informed decisions about and adapt to climate change-driven hazards affecting both coastal and riverine villages. In particular, the project will build resilience towards occurrences of coastal and inland flooding events. The strategy to achieve this objective will focus on implementing measures at the community level to cope with the floods and to build institutional as well as policy capacity that promote efficient and cost-effective adaptation to coastal and inland flood-related risks at the sub-national levels. The community level interventions address specific vulnerability characteristics of two distinct geographic areas which are: i) selected coastal and island communities of the Northern and Island Coastal Provinces; ii) selected river communities in Northern Coastal Provinces exposed to inland flooding. The key impact indicator associated with this objective will be the reduced vulnerability of communities to coastal and inland flooding as well as improved government’s institutional and human capacity to address climate change impacts.

### **Duties and Responsibilities:**

Under the overall guidance of Project Steering Committee, in close collaboration with the personnel from the OCCD Adaptation Division and direct supervision jointly by National Project Director in OCCD and UNDP Deputy Resident Representative, the Project Manager is responsible for the following;

- Lead and supervise the day-to-day functioning of the PMU, supervision and coordination of PMU staff including administrative assistant, technical specialists and consultants recruited to support project implementation;
- Plan, facilitate, implement, and organize project activities as determined in the Annual Work Plans (including quarterly plans), Project Monitoring Plan, Procurement Plan and update these plans as and when required;
- Ensure monitoring of progress is against planned activities and inputs provided by the project;
- Update and share financial and activities/output/outcome progress on a monthly bases (monthly briefs) with OCCD and UNDP, highlighting key challenges/risks and proposed way forward if and when necessary
- Mobilize goods and services to initiate activities including drafting TORs and work specifications;
- Manage requests for the provision of financial resources by UNDP, using advance of funds, direct payments, or reimbursement using the FACE (Fund Authorization and Certificate of Expenditures);
- Prepare yearly procurement plans for the project in line with the activities indicating in the Annual Work Plans
- Prepare and coordinate submission of Project Progress Report (PPR) to the Adaptation Fund
- Monitor carefully financial resources and accounting to ensure accuracy and reliability of financial reports;
- Prepare and submit financial and technical reports to UNDP on a quarterly and annual basis;
- Manage and monitor the project risks initially identified, submit new risks to the Project Board for consideration and decision on possible actions if required; update the status of these risks by maintaining the Project Risks Log;
- Be responsible for managing issues and requests for change by maintaining an Issues Log;
- Prepare regular progress reports (progress against planned activities, update on Risks and Issues, expenditures) and submit the report to the Project Steering Committee, Nation Project Director and UNDP;
- Update the Atlas Project Management module if external access is made available;
- Manage working relationships with all co-financing partners to ensure that their activities/programs are integrated and complementary with those of the AF-funded project;
- Ensure PMU support is provided to OCCD and UNDP in organizing Project Steering Committee meetings;

### **Qualifications and Experience:**

The Project Manager is expected to possess the following:

- Minimum Masters Degree in natural resource management or related field with knowledge in hydrology/oceanography/ and climate change issues;
- Minimum 7 years work experience in project management including management of financial resources within the disciplines of natural resource management, environment, engineering or other related development field;
- Sound understanding of coastal and flood management, development issues in PNG and basic knowledge of the international, regional and national climate change discourse is an asset;
- Proven track record of experience policy formulation working with government, donors, private sector, NGOs, and other key stakeholders in PNG is an asset;
- Strong management skills, including ability to supervise people and monitor other project staff as well as being responsible, honest, with strong sense of integrity and professional ethics
- Extensive information exchange contacts with national and international partners involved in climate change adaptation management and planning is an asset;
- Demonstrated commitment to work and experience in working in a multicultural team environment, high level inter and intra-personal and communication skills.
- Excellent verbal and written skills in English and Tok Pisin;

**Deadline for submission of applications: 15th September , 2014**

Please submit your application consisting of UNDP Personal History Form with cover letter and updated C.V. to UNDP, P.O. Box 1041, Port Moresby, or by email: [registry.pg@undp.org](mailto:registry.pg@undp.org) or per fax: 321 1224. For detail job description email: [yvonne.baloiloi@undp.org](mailto:yvonne.baloiloi@undp.org). Please note that incomplete applications or applications submitted after the deadline cannot be considered. **Only short-listed candidates will be contacted.**