

TERMS OF REFERENCE

Project Manager

“Strengthening the policy framework for sustainable and rational use of energy and alternative/renewable sources of energy”

Background

The Project Manager will be responsible for managing the Project Management Unit and is accountable to the project board for the production of outputs, for the achievement of programme/project objectives and day-to-day project implementation in accordance with the Results Management Guide, a principal tool for programme/project management. The Project Manager is essentially responsible for the planning and management of the project, reporting, accounting, monitoring, evaluation and human resources as well as expertise and resource mobilization under the direct supervision and strategic guidance of the project board.

The Project Manager has the authority to run the project on a day-to-day basis on behalf of the Project Board within the constraints laid down by the Board. The Project Manager is responsible for day-to-day management and decision-making for the project. The Project Manager’s prime responsibility is to ensure that the project produces the results specified in the Annual Work Plan, to the required standard of quality and within the specified constraints of time and cost.

Duties and Responsibilities

1. Acting as the focal point and responsible part for the project to the Project Board and representing the project at meetings of the parties;
2. Mobilization of goods & services and initiating activities, including drafting of Project Initiation Document (if appropriate), TORs and work specifications based on deliverable descriptions;
3. Monitoring of project deliverables as defined by the Activity/Deliverable Descriptions and through monitoring event determined in the Communication and Monitoring Plan (including Project Evaluation as appropriate);
4. Updating Issues Log and Lessons Learned Log; Comment: Issues Log and Lessons Learned Log should be interpreted in a language comprehensive for job applicants
5. Monitoring and managing risks, updating Risk Log and, preparation of contingency plan, if necessary; Comment: the same as above
6. Timely preparation and submission of Project Quarterly, Annual Progress Reports and others;
7. Conduction of end stage review, when project tolerance is exceeded, and as necessary; Comment: we should explain the Prince terminology in more user friendly language
8. Ensuring regular preparation and updating of the end stage plans (quarterly or annual), if the project goes beyond tolerance, exception plans;
9. Ensuring that the project office staff is performing their functions in timely and efficient manner, directing and motivating the project team;
10. Ensuring close cooperation between project team and all agencies of Government and other parties, involved in project activities;

11. Ensuring that applicable UNDP rules and regulations are met during the implementation of the project;
12. Ensuring proper use and maintenance of project equipment and office records and any other documentation by the project personnel;
13. Preparation of Final Project Review report and identification of follow-on actions; (see point 6)
14. Transfer project deliverables and documents upon project closure;
15. Any other assignment that may arise in connection with the fulfillment of the above responsibilities.

Qualifications

- University degree or equivalent in development related disciplines;
- Knowledge of environment and development in Turkmenistan
- At least 2 years of experience in the field of project management and/or public administration is preferable. Previous work with international organizations is an advantage.
- Experience in human resources management and demonstrated training capacity in the development cooperation in general is preferable.
- Good communication and teamwork and team building skills.

Languages and computer

Knowledge of English and Russian is required, knowledge of Turkmen is preferable. Good knowledge of Microsoft Word, Excel, PowerPoint, e-mail and Internet is required.