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TERMS OF REFERENCE

- A. Job Title:** Programme Manager, Local Economic Development
- B. Post Reference:** MNE 10-044
- C. Type of position:** National
- D. Duty Station:** Podgorica, Montenegro
- E. Contract Type:** Service Contract (SB4)
- F. Duration of Appointment:** 12 months with possible extension
- G. Deadline for application:** July 8, 2010

H. Background:

In an effort to raise awareness and create a framework for local economic development based on the principles of low carbon/low impact growth, sustainability, and environmental protection, UNDP provided assistance to the Government in developing a number of strategic documents (some still in the process of development) that underpin this type of development including Regional Development Strategy, National Strategy for Sustainable Development, Tourism Master Plan, a Strategic Framework for Development of Sustainable Tourism in Northern and Central Montenegro, and others. Due to the increasing role of regional development and local economic growth, the recently adopted Integrated UN program, consisting out of three programmatic pillars, within Pillar III- Sustainable Economic Development and Environmental Protection, features an outcome on establishing a system for strengthening entrepreneurial capacity building and facilitating private sector partnerships for 'green jobs,' rural livelihoods and development of Medium, Small and Micro Enterprises (MSME) in order to improve economic choices and achieve balanced regional growth, as well as address gender specific concerns and interests where in addition to UNDP 5 other specialized, non-resident UN agencies participate.

To build and operationalize this work, the follow up phase includes the intense focus on assistance in implementation of the individual sectoral strategies under the umbrella NSSD in order to achieve a balanced and equitable regional economic growth based on sustainable planning and use of natural resources that will provide a high quality of life and long term economic opportunities for its inhabitants. UNDP Office in Montenegro will support the implementation of the Revised Master Plan for development of tourism in Montenegro until 2020. It will support the development of the private sector in accordance with the global UNDP policy on sustainable development, and regional cooperation in the area of sustainable economic development.

I. Job content:

The Project Manager will be responsible for ensuring that the programme is efficiently managed to fulfil its mission and objectives as set out in the relevant programme documents, and in accordance with the UNDP standards and best practices.

Under the direct supervision of the Economy and Environment Team Leader, the Program Manager will manage the programme on Local Economic Development and in general be involved in equitable regional



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and cross border development growth and joint UN programs in the areas of the enterprise development, business mentoring and sustainable, green-business growth, global compact and corporate social responsibility.

- 1) **Ensure overall implementation/delivery of different aspects of the local economic development program.** In performing this general responsibility, the incumbent will be required to carry out the following main tasks on a regular basis:
 - Manage the project on Mitigating Crisis Impacts on Montenegrin economy;
 - Manage the project on Mainstreaming Global Compact principles in Montenegro, coordinate the establishment of a GC National Forum, development and implementation of a national action plan;
 - Manage the Hiking and Biking project;
 - Manage the implementation of a joint UN program on 'Improving Business environment through green jobs and institution building,' coordinate the activities of the participating UN agencies on the ground (UNESCO, FAO, UNEP, UNIDO, and UNDP), and under the supervision of the cluster leader, lead resource mobilization effort for sourcing additional funds for the continuation of the program
 - Manage activities which will support implementation of the Revised Master Plan for tourism development and Regional Development Strategy in Montenegro including enterprise development, technical support to micro, small and family owned businesses;
 - Jointly with the Team Leader, liaise and plan with the specialized UN agencies participating in the Integrated UN program, Pillar III- Sustainable Economic Development and Environmental Protection, outcome 3.3;
 - Work together with Technical Advisors (TAs) on organization of workshops and conferences, and preparation of project outputs; provide necessary back-up services to consultants and TAs and ensure implementation of follow-up actions;
 - Develop cross border initiatives in the field of enterprise development, sustainable tourism, establish partnership with regional institutions, ministries, NGOs, private sector, conservation societies;
 - Liaise with relevant ministries, national institutes, local authorities, universities, research institutions, NGOs and other relevant institutions in order to involve their staff in relevant project activities, to gather and disseminate information relevant to the projects and strengthen UNDP's role;
 - Coordinate, systemize, codify and integrate successful approaches, methodologies and tools developed in green business/enterprise development into a cohesive UNDP framework for supporting sustainable local development in Montenegro;
 - Expand and upscale social, economic and environmentally sustainable local development practices, strengthening UNDP's position as a credible and technically sound partner for local counterparts;
 - Coordinate activities with the local partners, ensuring timely and successful implementation of business support, sustainable tourism, cross border cooperation, regional development and corporate social responsibility interventions and promoting networking and experience sharing between the stakeholders;



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- Conduct regular consultations with other donors that provide assistance in the area of regional sustainable economic development and cross border cooperation and corporate social responsibility as well as the joint UN work in these areas and support UNDP's partnerships with key development actors and stakeholders;
- Advise UNDP on strategic matters related to local economic development, regional development, corporate social responsibility and cross border cooperation;
- Recommend approaches to donors in terms of resource mobilization;
- Assist in identifying relevant sources of expertise for project/activity implementation;
- Advise Team Leader on potential adjustment of actions and procedures in light of changing project requirements/needs;
- Regular monitoring of relevant events and/or subjects in the local media;
- Closely follow issues related to sustainable tourism, entrepreneurship, employment, environment protection, changes in relevant legislature.

2) Manage day-to-day programme activities:

- Prepare implementation action plans, organize project team and assign tasks, monitor progress on a regular basis;
- Assist in identifying relevant sources of expertise for project/activity implementation;
- Review official documents and communications;
- Advise respective Team Leader on potential adjustments of actions and procedures in light of changing requirement and needs;
- Regular monitoring of the relevant events and/or subject in the local media.

3) Supervise delivery of inputs provided by the project and ensure quality and timelines of reporting and data production:

- Ensure that work plans are prepared and updated on time and reflect project objectives and outputs;
- Ensure timely coordination and implementation of recruitment and deployment of experts to support project implementation;
- Manage procurement of goods and services under the project, and ensure on-time delivery to recipient institutions;
- Monitor implementation progress and ensure quality and timely reporting to project partners;
- Promote project visibility;
- Ensure the establishment and maintenance of complete accounting records of all project activities (budget, commitments, expenditures, income);
- Provide necessary back-up support to consultants in connection with the project outputs;
- Be responsible for all assets purchased and used under the project;
- Hold primary responsibility for managing the resources being spent i.e. approve requisitions and requests for non PO payments.



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4) With the help of the Country Office Communications Unit, the incumbent will make sure that the programme takes account of principal components of communications/advocacy campaigns in order to:

- Keep target publics informed about programme's progress;
- Make sure that outputs produced find adequate recognition;
- Encourage positive participation and building and sustaining of political commitment.

The incumbent will also work to ensure that the programme includes evaluations of the projects impact in terms of learning and behaviour change in addition to acting as an ad interim team leader in the absence of the department's team leader.

J. Competencies:

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

Knowledge Management and Learning

- Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example;
- Actively works towards continuing personal learning and development in one or more Practice Areas related to governance, acts on learning plan and applied newly acquired skills.
- Seeks and applies knowledge, information and best practices from within and outside of UNDP.

Development and Operational Effectiveness

- Ability to lead strategic planning, results-based management and reporting;
- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources;
- Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis and reporting.

Management and Leadership

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates good oral and written communication skills
- Demonstrates ability to manage complexities and work under pressure, as well as conflict resolution skills.

K. Qualifications and Experience

- University Degree, preferably in Economics and/or Tourism Management



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- A minimum 5 years of relevant management experience with progressively increasing responsibilities, preferably with an International Organization, government institution, a donor agency, or an NGO;
- Previous experience in communicating with ministries, private sector, NGOs, etc.
- Self-starting, independent and responsible personality;
- Demonstrated ability to manage and motivate people in a complex environment and achieve set goals under time pressure;
- Proven ability to think strategically, to express ideas clearly and concisely, to work both independently and in teams, to demonstrate self-confidence combined with sensitivity to gender and culture.
- Strong resource mobilization, communication and negotiation skills.
- Knowledge of change management and institutions at republic and municipality levels would be an advantage;
- Fluency in English and local language; Excellent writing and advocacy skills.
- Computer proficiency (MS Office package, Internet).

Applicants are kindly requested to send completed and signed **Personal History - P11 form** (along with a **cover letter** by e-mail to vacancy.me@undp.org by **July 8, 2010, COB**. Please, indicate in the cover letter the post reference clearly, otherwise your application may not be considered. Applicants will be short-listed on the basis of their qualifications and work experience. Only short-listed candidates will be invited for an interview.

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*P11 form can be downloaded from: <http://www.undp.org.me/files/jobs/index.html>