



TERMS OF REFERENCE

- A. Job title:** Project Manager, Spatial Planning Support Project in Montenegro
- B. Post Reference:** MNE 10/052
- C. Type of Position:** National
- D. Contract Type:** Service Contract
- E. Duty Station:** Podgorica, Montenegro
- F. Duration of appointment:** 10 months, with possible extension
- G. Deadline for Application:** August 8, 2010

H. Background

After gaining independence in 2006, Montenegro is rapidly moving towards accession to European Union Membership. In this process, a significant effort is focused on governance system reform on all levels, including reform of Planning and Development system.

Spatial Planning Support Project in Montenegro, implemented by UNDP and financed by Swedish International Development Cooperation Agency (SIDA) is supporting the National Government through Ministry of economic development in their efforts to make spatial planning more efficient and to ensure proper implementation of the relevant legislation. The project is also closely cooperating with Municipalities in the northern Montenegro providing them with technical and financial assistance in the process of Plan development.

Current experience in implementation of relevant regulations points out the actual processes of stimulation entrepreneurship initiatives and significant foreign investments, but on the other side, there are not enough conditions for efficient investing and high-quality valorization of space - the most important resource of Montenegro.

In that sense, it is important to define commitments and responsibilities of the investors and all the other subjects involved in process of planning and construction. Also, it is crucial to define a set of normative that will ensure transparency of the process of planning and construction, through permanent public participation during all phases and procedures.

Sharing responsibilities means clear defining of State authority and Municipal authority in the process of planning and construction, implementation of planning documentation, development, issuing of building permit, issuing of use permit, supervising and inspection of the process of planning and construction.

Building up new institutional capacities for more efficient system functioning implies different organization of state governance, and it will contribute to the faster and more efficient performance in implementation of legislative documentation in this field.

I. Organizational setting:

The Project Manager will be based in UNDP Country Office in Montenegro. Under the direct supervision of the Team Leader for Economy and Environment, the incumbent will be responsible for the overall project implementation through managing day-to-day project activities, and coordinating with the Senior Management to ensure efficient delivery of envisaged project outputs.

J. Job content:

The Project Manager will be responsible for ensuring that the project is efficiently managed to fulfill its mission and objectives as set out in the Project Document, and in accordance with the UNDP standards and best practices. In performing this general responsibility, the incumbent will be required to carry out the following main tasks on a regular basis:

- 1) Ensure overall implementation/delivery of different aspects of the Spatial Planning project:**
 - Coordinate, systemize, codify and integrate successful approaches, methodologies and tools developed in the relevant area, into a cohesive UNDP framework for supporting the spatial planning in Montenegro.
 - Expand and upscale social, economic and environmentally sustainable spatial planning 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 spatial planning interventions and promoting networking and experience sharing between the stakeholders.
 - Conduct regular consultations with other donors that provide assistance in the area of spatial planning and support UNDP's partnerships with key development actors and stakeholders.
 - Advise UNDP on strategic matters related to spatial planning in Montenegro.
 - Assist in identifying relevant sources of expertise for project/activity implementation.
 - Recommend approaches to donors in terms of resource mobilization.

- 2) Manage day-to-day project 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.
- 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 behavior change.

K. 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.

L. Qualifications and Experience:

- University degree in Economics, Public Administration, Social Sciences or other relevant fields. Advanced University degree in development studies, management, or institutional development is an advantage.
- Minimum 4 years of relevant management experience in an international organization, government institution, or an NGO.
- Knowledge of the spatial planning reform in Montenegro.
- Knowledge of the current Montenegrin governing institutions and practices and demonstrated capacity to approach them creatively and promote change; knowledge of concepts and methods of change management.
- Extensive experience in capacity building, management and institutionalizing systems and processes.
- Experience with donor-funded project management.
- 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 advocacy skills.
- Strong knowledge of and application skills in result-based management.
- Proficiency in English and local language; Excellent writing and advocacy skills.
- Previous experience in working with UNDP or other UN Agencies is an asset.

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 **August 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.

UNDP is an equal opportunity employer.

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