

The United Nations Office for Project Services (UNOPS), a major provider of project management and implementation services to the United Nations System and developing countries, seeks qualified applicants for the following position:

### Vacancy Details

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Post Title	Project Regional Coordinator
Post Level	ALD 4 (ICSC-11)
Vacancy Code	UNOPS-2007-GEF/AfDB-02
Duty Station	Banjul, The Gambia
Duration	1 year renewable with a 6 months probation period
Closing Date	16 may 2007

### Project Background

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Populations of endemic ruminant livestock in four West African countries (The Gambia, Guinea, Mali and Senegal) represent a highly diverse “genetic treasure trove”, which is under increasing threat of genetic dilution and extinction. **“The Sustainable management of globally significant endemic ruminant livestock of West Africa”** project will remove existing barriers to the in-situ conservation of three priority endemic ruminant livestock species – N’dama cattle, Djallonke sheep, and the West African Dwarf goat. In addition, the project will develop and implement models for community-based conservation and management of critical habitat for these species, thereby demonstrating strategies for preserving the unique genetic trait/habitat complexes that are of global significance. The project design is experimental, developing and testing an integrated approach to livestock conservation and management that simultaneously addresses livestock breeding and productivity, market development and economic policies, incentives and distortions, traditional and evolving patterns of resource use and land tenure, policies and legal frameworks, and information sharing and communication at the national and international levels.

### Duties and Responsibilities

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Under the direct supervision of the UNOPS Portfolio Manager, the Regional Project Coordinator will be entrusted with: (i) the management and coordination of implementation of the GEF component of the project, ensuring the delivery of the project outputs and outcomes, the effective and appropriate use of project resources and synergies with other relevant programmes and projects being implemented in the target countries; and (ii) the coordinated planning and implementation between the GEF and the AfDB funded components of the project, the latter in close collaboration and consultation with the Deputy Regional Coordinator.

The work of the Regional Project Coordinator will be supported by the Deputy Regional Coordinator, the other members of the Project Coordination Unit and the four National Project Coordinators. The Regional Project Coordinator will strive to facilitate use of lessons learned in one or more countries to inform the implementation of the project in other participating countries.

**General Responsibilities:**

- Assume overall responsibility for the GEF funded project component, ensuring good performance and the achievement of GEF outcomes;
- Ensure general coordination between the GEF and the AfDB funded components of the project in terms of synergies, mutual support and complementarity of activities
- Coordinate and contribute jointly with the Deputy Regional Coordinator to the planning and oversight of activities, liaising with all four National Project Coordinators and their teams, as well as with technical experts and consultants working under the project,
- Be the Focal Point with UNOPS' Portfolio Manager for the project and all the stakeholders, with ultimate responsibility for financial and technical reporting for the GEF project component;
- Implement mechanisms for efficient flows of information between the two components of the project, which also includes maintaining the Deputy and ITC's DG informed of GEF project matters and vice-versa;
- Lead the preparation of inputs to the project's Inception Workshop, function as secretariat for meetings of the Regional Steering Committee, assist the work of consultants during evaluations and other key project events towards an evolving and adaptive project design and implementation

**Specific Duties:**

- Manage the recruitment of project staff financed under the GEF component, ensuring hiring of quality human resources, defining clear-cut responsibilities, efficient operational procedures, effective communication and compliance with UN procedures;
- Draft GEF Terms of Reference for the GEF component subcontractors; propose lists of suitable firms or institutions; prepare tenders; evaluate proposals received; make recommendations for contract awards; negotiate with successful bidder in consultation with the UNOPS Portfolio Manager;
- Draft contract documents and letters of agreement with institutions and UN agencies; administer contracts and agreements and propose amendments, when required;
- Supervise and direct a team of professional and support staff; allocating tasks and applying performance management principles for project staff and consultants;
- Provide management and leadership support to National Project Coordinators; overseeing their direct supervision of national and site level staff;
- Act as the certifying officer for expenditures for the GEF component of the project;
- Prepare annual work plans and budget for the project and coordinate their implementation in close consultation with the project team at regional and country levels;
- Ensure proper project monitoring and evaluation according to UNDP and GEF procedures;
- Identify and resolve implementation problems, with the assistance of the government counterparts, if necessary;
- Facilitate cooperation with government authorities at all levels on the course of the project implementation;
- Consult with key partner institutions on a regular basis and co-ordinate the project activities with these partner institutions and their on-going programs;
- Approve and certify for submission reports on the use of project resources and the achievement of project outputs and outcomes, including progress reports, monitoring reports and financial reports, and all other reports as required

**Required Competencies & Knowledge**

- Communication - Effective communication (spoken, written and presentational skills); demonstrates openness in sharing information and keeping people informed.

- *Planning and Organizing* - Proven ability to plan and organize with superior managerial skills, ensuring a timely and effective delivery of results; develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments, adjusting them as required.
- *Client Orientation* - The incumbent will be dealing with UNOPS, ITC, AfDB, UNDP/GEF, UNDP offices, project proponents, government officials, NGOs and/or other UN agencies. In these liaisons, the incumbent has to demonstrate client orientation in meeting the combined needs of the various organizations and fitting it into the focal area programme of work; and establish and maintain productive partnerships with clients.
- *Leadership* - The incumbent should be proactive in developing strategies to accomplish objectives and obtain results; establishing and maintaining relationships with a broad range of people to understand needs; and anticipating and resolving conflicts by pursuing mutually agreeable goals.

### **Academic Qualifications/Experience/Language**

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- At least a Master's Degree (or equivalent) in environmental studies, economics, development studies, agriculture, livestock or related disciplines;
- Minimum ten years of experience in managing complex, multi-country development projects;
- Demonstrated experience in the field of environment, livestock or agriculture is a strong asset ;
- Familiarity with sub-region and/or extensive experience in Western Africa;
- Fluent in French or English and good written and oral skills in the other language
- Willingness to travel frequently, sometimes under difficult travel conditions;
- Excellent negotiations, analytical and interpersonal skills
- Ability to work in a multi-cultural environment, applying sensitivity, diplomacy and openness

### **Submission of Applications**

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Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11), via e-mail to [snocvacancy@unops.org](mailto:snocvacancy@unops.org) . Kindly indicate the vacancy number and the post title when applying (in the subject line by e-mail).

### **Additional Considerations**

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- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint a selected candidate at a level below the advertised level of the post.

\* This grade is indicative only. The final grade will be determined at the time of recruitment according to the candidate's qualifications.

For more information on UNOPS, including its core values and competencies, please visit the UNOPS website at [www.unops.org](http://www.unops.org).