

TERMS OF REFERENCE

Project: Solid Waste Management Improvement Project
Title: Project Manager
Duration: 12 months, with a possibility of extension up to 30 months
Duty station: Baku, international and domestic travel will be required

The Project Manager (PM) assumes overall responsibility for the successful implementation of project activities and the achievement of planned project outputs. The Project Manager reports to the National Project Director at the Ministry of Ecology and Natural Resources and UNDP. He/she oversees the day-to-day implementation of the project and is responsible for both organizational and substantive matters. Project Manager acts as head of the Project Management Team and supervises the work of all PMT staff.

Duties and Responsibilities

Duties and responsibilities of the Project Manager are as follows:

- Plan activities of the project and monitor progress against the quality criteria;
- Prepare the Annual Work Plan and subsequent budget revisions, as well as Quarterly Plans if required;
- Mobilize goods and services to initiate activities, including drafting Terms of Reference and work specifications; jointly with UNDP participate in the identification and selection of project personnel and consultants;
- Prepare project procurement plan, and coordinate the procurement of services and goods under the project;
- Monitor events as determined in the Project Monitoring Schedule Plan, and update the plan as required;
- Ensure timely and effective transformation of project inputs into project outputs;
- Provide guidance to the working groups and national experts with respect to their daily work and public presentations and oversee compliance of consultants and sub-contractors with the agreed work plan;
- Assume overall responsibility for the proper handling of logistics related to all project workshops and events;
- Ensure adequate information flow, discussions and feedback among the various stakeholders of the process;
- Ensure appropriate stakeholder participation throughout the project;
- 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);

- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
- Be responsible for preparing and submitting financial reports to UNDP on a quarterly basis, if applicable;
- 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 the Project Progress Report (progress against planned activities, update on Risks and Issues, expenditures) and submit the report to the Project Board and Project Assurance;
- Prepare donor reports as well as any other reports requested by the Implementing Agency and UNDP;
- Prepare the Annual Progress Report, and submit the report to the Project Board;
- Act as Secretary to the Project Board;
- Update the Atlas Project Management module if external access is made available.

Required Qualifications:

- Proven track record in project management/ implementation with international organizations in the development community or private sector.
- University degree in the field of environmental management, sustainable human development, economics or related; specialization in waste management is desirable;
- Outstanding project management and organizational skills;
- Familiarity with the working environment and professional standards of international organizations;
- Working experience with the national institutions involved in waste management;
- Experience in working with the private sector and public-private partnership building;
- Excellent computer literacy;
- Knowledge of English will be an asset.