

## TERMS OF REFERENCE

<b>Project Title:</b>	Promoting Innovation and Employment in Azerbaijan – SYSLAB
<b>Position:</b>	Project Manager
<b>Level :</b>	SB-4
<b>Duration:</b>	Until the end of 2011, starting immediately, with possibility of extension
<b>Duty station:</b>	Baku, Azerbaijan. International and domestic travel will be required.

### **Project Description/Background:**

The purpose of the Project is to support implementation of the National Employment Strategy and contribute to job creation and local/regional business development by providing motivated and competent work force. During the Initiation Phase the SYSLAB approach will be piloted by operationalising a training centre in Baku, analysing the lessons learnt and adjusting the methodology, as appropriate. After Baku, two additional centres in selected regions of Azerbaijan will be established to verify and securely transfer the method, and thus ensure the lasting capacity building and strengthening of regional employment networks.

The objectives of the Project are, therefore, two-fold:

1. Establish and ensure smooth operation of the Project Management Unit; and
2. Operationalise Baku training centre and pilot SYSLAB employment tool.

The expected output will be the package of innovative employment methodology adapted to the context of Azerbaijan, through piloting at Baku Vocational Education Centre, for further replication in other regions of Azerbaijan. This package will include the course curriculum, materials, and toolkits as adapted to the country context and tested in Baku.

### **Key functions and responsibilities:**

The Project Manager (PM) will be recruited and tasked with the day-to-day management of project activities, as well as with substantive, financial and administrative reporting. PM will be responsible for project implementation, routine management and monitoring. His/her primary responsibility is to ensure that the planned outputs are produced by undertaking necessary activities in accordance with the project plan and meeting the required standards of quality and within the specified constraints of time and cost.

The overall objectives of the PM are:

- To be an independent and proactive implementer of the SYSLAB system in Baku, and

- To be a visible and trusted leader and coach for each individual participant.

PM will work closely with SYSLAB International and the labour market authorities taking account of multi-cultural and multi-disciplinary challenges in the implementation of SYSLAB in Baku. Under the guidance and supervision of the SYSLAB, and in cooperation with the UNDP Programme Adviser and MLSPP Project Coordinator, the Project Manager will perform the following functions:

- Responsible for cost-effective management and operation of the project according to strategies laid down by the partnership:
  - Collect project related information and data, as appropriate;
  - Ensure that the project document, annual work plans and project related budget revisions requiring the government's signature are communicated on time and in accordance with the established UNDP procedures;
  - Prepare annual work plans in close cooperation with UNDP staff and MLSPP Project Coordinator assigned to the project and submit them for approval;
  - Ensure the timely and effective management of the activities as scheduled in the project documents and annual work plans;
  - Monitor progress of the project according to the work plan and inform UNDP and MLSPP Project Coordinator in advance of any foreseeable delays;
  - In close cooperation with UNDP and MLSPP, make proposals on predictable changes, real amendments to the work plans and budget preparation and revisions.
- Management of administrative staff. Key instruments are strategy meetings, staff interviews, staff meetings and administration meetings.
  - Ensure day to day management, coordination and supervision of the project activities, their human and financial resources;
  - Oversee proper maintenance of project files and correspondence;
  - Draft correspondence and documents; finalize correspondence of administrative nature; edit reports and other documents for correctness of form and content;
  - Submit to UNDP equipment requisition forms, after ensuring that detailed specifications and realistic estimates are available.
- Management and coaching of participants. Key instruments are staff interviews, motivation seminars, "management by walking around", general meetings and managers' meetings.
- Organising and planning each SYSLAB period according to local/regional requirements and demands.
- Marketing and developing the SYSLAB concept in the Baku Region to both public and private sector.
- Main responsibility for regular contact with partners, reporting, and for the transfer of experience to the local employment service.
- Developing and implementing courses relevant to developing participant skills and motivation.
- Responsible for co-ordinating reception, evaluation and advising persons with business ideas.
- Ambassador for the partnership; SYSLAB, UNDP and the Labour Market Authorities
  - Ensure the coordination between all organizations and agencies related to the Project;
  - Draft the minutes of Project Steering Committee meetings and submit them to UNDP.
- Ensuring compliance with SYSLAB's Environmental, Health & Safety Policy.
- Operational management of the local spending.

- Control and monitor project expenditures and ensure proper management of the resources as approved.

## **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
- Treats all people fairly without favoritism

### **Functional competencies:**

#### ***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 perform a variety of task related to general administration, finance, contract, asset and procurement management
- Strong IT skills
- Knowledge of financial rules and regulations;
- Ability to lead implementation of new systems (business side), and affect staff behavioral/ attitudinal change

#### ***Management and Leadership***

- Focuses on impact and result for the client and responds positively to feedback
- Leads teams effectively and shows conflict resolution skills
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Builds strong relationships with clients and external actors
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities

## **Required qualifications and experience:**

- Master's degree or equivalent in Business Administration and/or Personnel Administration.
- At least 3 years of working experience involving personnel administration, international relations/organizations, organizational development and entrepreneurship. Candidates with managerial experience will be given preference. Extended personal networks in public and private sectors of Baku Region will be an asset.
- Excellent computer literacy and word processing skills.
- Fluency in written and spoken English and Azeri required, knowledge of Russian will be an asset.