



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
ORGANISATION DES NATIONS UNIES POUR LE DEVELOPPEMENT INDUSTRIEL
ORGANIZACION DE LAS NACIONES UNIDAS PARA EL DESARROLLO INDUSTRIAL

**VACANCY ANNOUNCEMENT
TEMPORARY APPOINTMENT OF PROJECT PERSONNEL
INTERNAL/EXTERNAL**

Only nationals and/or permanent residents of the country of the duty station are eligible to apply. Female candidates are particularly encouraged to apply.

Vacancy Announcement No:	VA2019_ISA_EXT_000086
Duty Station:	India
Date of Issuance:	28 May 2019
Post Title and Level:	National Project Manager, SB5 - Local Professional (Mid-Level & Senior)
Type of Appointment:	Individual Service Agreement
Employment Fraction:	NonStaff-Regular
Closing Date:	18 June 2019

Organizational Context

UNIDO is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. Its mission is to promote and accelerate inclusive and sustainable industrial development (ISID) in developing countries and economies in transition. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the recently adopted 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate in SDG-9, calls for the need to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". Accordingly, the Organization's programmatic focus is structured in three thematic priorities: * Creating shared prosperity * Advancing economic competitiveness * Safeguarding the environment.

UNIDO delivers its services through the following four complementary and mutually supportive core functions: (a) technical cooperation activities; (b) analytical and policy advisory services; (c) standard- setting and compliance and (d) convening and partnership role. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Programme Development and Technical Cooperation (PTC) of UNIDO is responsible for providing technical cooperation services on technological and economic issues and is organized in the following departments: Department of Partnerships and Results Monitoring, Department of Agri-Business Development, Department of Trade, Investment and Innovation, Department of Energy and Department of Environment. Furthermore, PTC has a close cooperation with other field based Centers and Offices, such as the Investment and Technology Promotion Offices, forming the extended field network of UNIDO.

The position is located under Department of Energy in Climate Policy and Partnerships Division (PTC/ENE/CPP) which is responsible for coordinating integrated policies, global partnerships and global fora in the field of sustainable energy and climate change.

The Division positions UNIDO strategically in the global energy and climate change forums, and coordinates global and regional programmes on low carbon technologies and networks. It focuses on promoting programmatic approaches, and coordinates work related to new and ongoing global and regional programmes, cross cutting themes, nexus and knowledge management issues. In addition, the Division will coordinate work related to global forums such as the Vienna Energy Forum, and UNIDO's participation in meetings of the Conference of the Parties and other relevant energy and climate conferences and events. In discharging its responsibility, in line with overall strategy of the Department, and also cooperates with other relevant organizational Divisions within UNIDO, in particular with the Department of Environment, Technology Networks and Field Offices.

PROJECT CONTEXT (ID 150312)

The United Nations Industrial Development Organization (UNIDO) is implementing the project "Sustainable Cities: Integrated approach pilot in India" through funding assistance from the Global Environment Facility (GEF) and in close cooperation with the Ministry of Housing and Urban Affairs, Municipal Corporations of Jaipur, Bhopal, Mysore, Vijayawada and Guntur, as well as State Governments of Rajasthan, Madhya Pradesh, Karnataka and Andhra Pradesh.

This project is one of the contributing pilot projects under the GEF Sustainable Cities - Integrated Approach Pilot (SC - IAP)

program which is led by the World Bank that has established the Global Platform for Sustainable Cities (GPSC) with an aim to ensure cooperation and exchange between all child projects and contributions towards the program goals.

The project is aimed to integrate sustainability strategies into urban planning and management to create a favorable environment for investment in infrastructure and service delivery, thus building the resilience of pilot cities.

The general framework of the project is organized into four components: (i) sustainable urban planning and management; (ii) investment projects and technology demonstration; (iii) partnership and knowledge management platform and (iv) monitoring and evaluation.

The project will assist India to (i) Increase scope and depth of integrated urban sustainability management; (ii) reduce cities greenhouse gas emissions through investment projects and technology demonstration in particular within the waste management sector; and (iii) promote sustainable cities practices through partnership approach.

Duty station: New Delhi / India

Main Functions

Under the supervision of the Project Manager, and working with the project team, the overall responsibilities of the National Project Manager will include:

- Plan, coordinate and facilitate the execution of all project activities effectively and efficiently according to specifications in the project document;
- Execution of recruitment, procurement, travel and related project management tasks, in accordance with all applicable UNIDO and GEF operational rules and guidance, processed through the UNIDO Enterprise Resource Planning (ERP) system;
- Provide day to day guidance to the Project Assistant and Technical Experts who will be engaged for the project;
- Represent the project in the country, and in some instances in endorsed global events, and liaise with government officials, relevant urban local bodies, city cells and other stakeholder. (City cells will be established under this project in the participating cities, namely Jaipur, Bhopal, Mysore, Vijayawada and Guntur with an aim to build capacity and further support relevant local urban bodies and municipal corporations in the execution of the project activities);
- Conduct proper, effective and transparent pre-agreed/approved communications with all stakeholders to achieve mutual understanding and desired outcome;
- Be responsible for the daily management of project execution;
- Prepare milestones, action plan with required budgets and human resources for each project output and key project activities;
- Liaise with relevant project stakeholders;
- Analyze and evaluate achieved results regularly to ensure that the project is meeting the target beneficiaries' needs;
- Record, report and resolve project issues occurring during execution;
- Discuss and deal with local and national authorities on matters pertaining to activities described in the project document; and
- Collect information on project activities, and coordinate its maintenance, by reviewing reports and engaging with first hand sources in the project.

Specifically he/she will be asked carry out national level execution activities of the project in consultation with the project manager/s i.e. :

- Establish a project-level budget monitoring and reporting system;
- Draft, pre-screen and archive all project correspondences, and assist in the preparation and timely submission of half-yearly project work plans and reports;
- Take lead in specific substantive tasks as assigned from time to time by the Project Manager;
- Provide day to day guidance to UNIDO project staff, and project consultants;
- In line with UNIDO procedures, maintain records of project deliverables, documents, files, equipment and materials that are part of the project and ensure the preparation of a clear evaluation process;

- Coordination and preparation of conferences, workshops, and technical meetings, organize and attend Project Steering Committee (PSC) meetings, coordinate the follow-up to these events after completion;
- Prepare project documents as part of the execution tasks (finalize the conceptualization, design, and execution of pilot/ demo projects with consultants/suppliers);
- Development of innovative financing instruments (e.g. PPP models) with counterparts/partners, carry out due diligence of the project proposals, monitoring and reporting of project activities, follow-up with counterparts etc.
- Daily management, planning, execution, and coordination of the project activities and achievements as specified in the project document and in line with the GEF, UNIDO and the Government procedures;
- Develop project related documents including Project Implementation Reports (PIRs) for the donor and progress reports to facilitate the collaboration of all project counterparts;
- Integrate the Project Manager's comments on the draft and finalize the redaction of the documents;
- Conduct other tasks related to the project (i.e. coordinating local travels, correspondence with counterparts etc.);
- Develop advocacy materials to disseminate the up-to-date results achieved during the project and to oversee and coordinate the design and printing of this publication;
- Deal with ad-hoc tasks as assigned by the project manager.

Core Competencies:

Core Values:

INTEGRITY: To work honestly, openly, impartially and in accordance with the values of the United Nations.

PROFESSIONALISM: To work in a competent, committed and calm manner.

RESPECT FOR DIVERSITY: To work effectively, respectfully and inclusively with people from different backgrounds and with different perspectives.

RESULTS ORIENTATION AND ACCOUNTABILITY: To be accountable and responsible for achieving results and meeting performance standards. **PLANNING AND ORGANIZING:** To plan, organize and manage work effectively and efficiently.

COMMUNICATION AND TRUST: To communicate effectively and build trust.

TEAM ORIENTATION: To cooperate at various levels.

CLIENT ORIENTATION: To be responsive towards those to whom services are provided internally and externally.

ORGANIZATIONAL DEVELOPMENT AND INNOVATION: To realize continuous improvement, support innovation, share knowledge and skills and learn from others.

Minimum Requirements

Education:

Advanced university degree in science, engineering, technology or in urban development, economics or related fields;

UNIDO Languages:

Fluency in written and spoken English is required.

Field of Expertise:

- At least 10 years of proven experience and strong knowledge in project implementation and management; experience in development assistance project is an asset;
- At least 5 years professional experience in the field of waste management and/or urban development;
- Excellent knowledge and familiarity with the working of private enterprises, in particular public-private partnerships, and their process and rules;
- Proficient in the Microsoft Office software package (Word, Excel, Power Point and Project), with strong skill set on the use of ICT (internet, email, database);
- Strong interpersonal and communication skills; excellent networking skills especially with government counterparts and other project stakeholders;
- Planning and organizational skills and ability to work under pressure;
- Result oriented, self-motivated, ability to work with minimum supervision;
- Team oriented work style;
- Excellent writing and editing skills;
- Prior experience in using Enterprise Resource Planning (ERP) systems highly preferred

This appointment is limited to the specified project(s) only and does not carry any expectation of renewal.

Employees of UNIDO are expected at all times to uphold the highest standards of integrity, professionalism and respect for diversity, both at work and outside. Only persons who fully and unconditionally commit to these values should consider applying for jobs at UNIDO.

All applications must be submitted online through the Online Recruitment System

Correspondence will be undertaken only with candidates who are being considered at an advanced phase of the selection process.

Visit the UNIDO web site for details on how to apply: www.unido.org

Notice to applicants:

UNIDO does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. If you have received a solicitation for the payment of a fee, please disregard it. Vacant positions within UNIDO are advertised on the official UNIDO website. Should you have any questions concerning persons or companies claiming to be recruiting on behalf of UNIDO and requesting payment of a fee, please contact: recruitment@unido.org