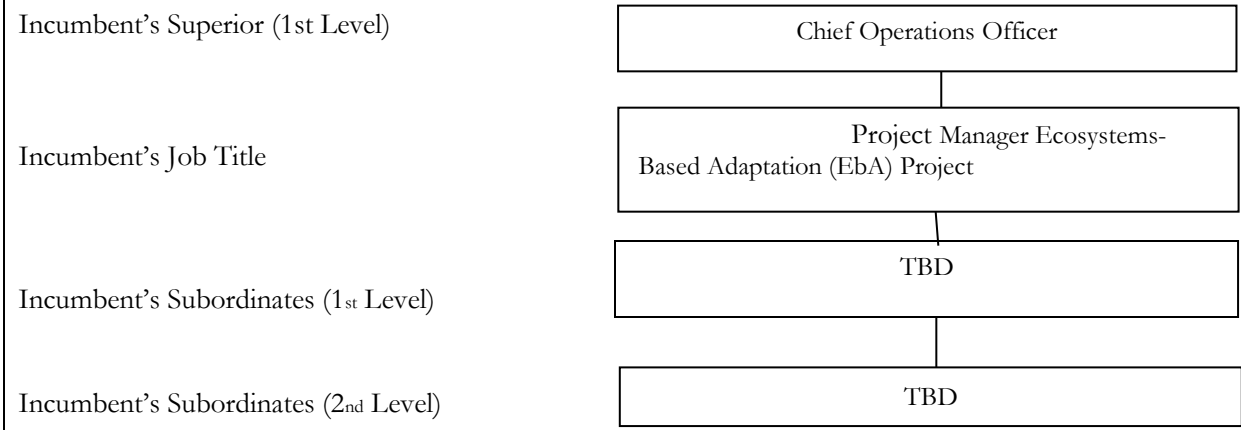




Job Description

Job Title:	Project Manager	Department:	Operations
Name of Incumbent:		Division:	EbA Project
Title of Supervisor:	Chief Operations Officer	Duty Station:	EIF Head Office Windhoek
Name of Supervisor:	Karl Mutani Aribeb	Number of direct reports:	2
Job Analyst:	PwC	Number of Indirect reports:	1
Job Grade:		Date of JD analysed	16/01/2020

ORGANIZATIONAL STRUCTURE:



Internal and External Stakeholders: Government Institutions (Ministry of Agriculture, Water and Land Reform, Ministry of Environment, Tourism & Forestry), SOEs, Higher Education Institutions(NUST/UNAM), GCF, Internal clients, NACSO, CBOs (Waterpoint Committees, Grazing Committees, Farmers' Associations) Suppliers and Consultants

JOB SPECIFICATIONS

Primary purpose of the position:
Lead the overall management of the EBA project ensuring project objectives and activities are met and executed on time and within budget, desired results are achieved, the most efficient resources are used, and the different stakeholders' (MET, EIF, GFC, and CBNRM communities) interests are satisfied. Provides strategic and administrative direction within the PMU
Academic Qualifications:
Post Graduate degree (Masters) preferably in Project Management, Development Studies, Economics, Natural Resource Management, and/or other related disciplines.
Skills and knowledge areas required:
Project Management, Leadership Financial Acumen Good communication skills Good writing and reporting skills Familiarity and application of accounting software and systems, knowledge of SAGE X3 will be an advantage; Extensive knowledge of the SOE Act. Extensive knowledge of Environmental Act Project Management Stress Management Culturally sensitive Problem solving Analytical skills Well versed with excel, micro soft and GIS system
Minimum years of experience:
A minimum of 10 years practical working experience within natural resource and business environment at least 5 years at managerial level

GENERAL

Autonomy:
Operational manuals, policies and procedures will serve as a guideline and framework from which to operate. Field work – 60 Office - 40

Feedback structure:
Reports indirectly to the Project Steering Committee
Work Pressure:
High pressure due to volumes and administration duties
Type of Decision Required to be taken in the Job (Select one):
Manage teams, makes decisions at interpretive level. Professionally qualified and experienced specialists at mid-management

KEY PERFORMANCE AREAS

Skills relevant to the job including education and/or experience & specialised training required by the incumbent to be able to do the job competently.

Key Performance Areas	Key Activities/Tasks to Achieve KPA	Output	Frequency/KPIs
Manage the project on day-to-day basis	<ul style="list-style-type: none"> • Ensure EBA Project is managed and implemented in accordance with Funded Activity Agreement (FAA) between EIF and GCF • Manage the PMU team including consultants and ensure timely implementation, results orientation and accountability for project results • Ensure project meets expectations with respect to quality, budget, delivery timelines, and strategy; • Lead the development of annual project workplans and delivery targets and guide the team to achieve the targets • Act as secretary to the EBA Project Steering Committee, compiling proceedings and reporting outcomes and decisions of the meeting. • Brief and consult with EIF management and MET on project progress and provide information and advice as required; • Lead the development of detailed project implementation inputs; • Coordinate activities of consultants including contract management, direction and supervision of field operations, logistical support, review of technical outputs/reports, measurement/assessment of project achievements before submitting to stakeholders, and; • Conduct quality control by reviewing the work, reports and submissions by other project staff members before submission to EIF, any authorities or stakeholders; and 		

	<ul style="list-style-type: none"> • Generate (or ensure the generation of) mandatory project reports of acceptable quality as prescribed in the FAA and as may be required by the PSC and EIF from time to time. 		
Stakeholder Engagement	<ul style="list-style-type: none"> • Forge and maintain close working relationship with NACSO Secretariat and other NACSO member entities. • Use sound judgment in all project communication and ensure that project communication meets needs of different audiences (government, private sector etc. • Manage stakeholder expectations and participate in communication activities to inform stakeholders of progress and issues • Establish and maintain a usable and well-communicated record of the project • Communicate progress, risks, expectations, timelines, milestones and other key project metrics to stakeholders and PMU members • Maintain internal and external networks of prominent experts in government, non-government, think tanks, private companies, international development organizations and the UN system, and represent the project at national and international fora • Seek engagements to promote opportunities for project benefits among target beneficiaries • Mobilise, foster and strengthen strategic partnerships with among key stakeholders and other relevant multilateral and bilateral organisations to advance and support the project • Foster and enhance collaboration with relevant Government bodies and national partners • Establishes strong ties to and with relevant national programmes, and relevant government ministries • Lead the analytical and policy interpretation work of the project team, and Contribute to the EIF and NDA’s work on economic empowerment and poverty reduction in support of Namibia’s national development plans and strategies 		
Contract Management and Oversight	<ul style="list-style-type: none"> • Preparation of subcontractors’ Terms of Reference, identification and selection of national, regional and international subcontractors, cost estimation, time scheduling, contracting, and reporting • Conduct due diligence for each project before commencement • Ensure close financial and procurement oversight and monitoring of all activities of the project • Compile reports on the progress made by the project in line with EIF Terms of Reference • Provide input in the identification and selection of national, regional and international subcontractors including cost 		

	<p>estimation, time scheduling, contracting, and reporting in coordination with stakeholders, implementers and MET</p> <ul style="list-style-type: none"> • Coordinate activities of consultants including contract management, direction and supervision of field operations, logistical support, review of technical outputs/reports, measurement/assessment of project achievements before submitting to stakeholders. • Monitor and manage any strategic risks/issues facing the project; submit new risks/issues to the PSC for consideration and decision on possible actions if required; update the status of these risks/issues by maintaining the Project Risks/Issues Log • Draft contract for grantees and oversight over contract management 		
<p>Knowledge Management and sharing</p>	<ul style="list-style-type: none"> • Manage stakeholder expectations and participate in communication activities to inform stakeholders of progress and issues • Establish and maintain a usable and well-communicated record of the project • Maintain internal and external networks of prominent experts in government, non-government, think tanks, private companies, international development organizations and the UN system, and; • Represent the project at national and international forums when required. • Collaborate with EIF's corporate communications unit to ensure project's visibility on social media , including s posting and updating social media platforms on content pertaining to EBA projects. • 		
<p>Financial Management</p>	<ul style="list-style-type: none"> • Assume primary responsibility for managing project budget and adherence to GCF-approved budget. • Undertake and supervise financial and administrative tasks and transactions including managing project budgets and ensure timely and accurate reporting; • Ensure close financial and procurement oversight and monitoring of all activities of the project; • Revise budget based on previous year implementation • Plan expenditure on a monthly and quarterly basis • Prepare requisite for payments of various expenditures • Authorise payments in line with budget • Authorise and recommend payment. • Negotiate budgets with contractors 		

<p>Oversee Monitoring and Evaluation activities of the project</p>	<ul style="list-style-type: none"> • Guide development of overall monitoring and evaluation system for the project and ensure mechanisms are in place for proper and timely reporting to PSC, NDA and ultimately to GCF • Set direction for monitoring and evaluation priorities in accordance to agreed project results framework • Lead quarterly review meetings and annual project reviews by monitoring the progress of project implementation, assessing results and identifying areas of weaknesses to ensure the project achieves the planned results in accordance with relevant plans, 		
<p>Policy development</p>	<ul style="list-style-type: none"> • Provide oversight on the implementation of agriculture framework for the project • Provide input in the development of policy frameworks, showcasing and demonstrating direct benefits of climate change adaptation for CBNRM. 		
<p>Performance Management</p>	<ul style="list-style-type: none"> • Provide direction for the PMU team including roles and responsibilities, accountability and reporting ensuring that the work of the team is conducted in accordance with agreed project implementation processes and that high-quality outputs are delivered on time • Monitor the progress on agreed results framework and performance indicators and take action/decision and/or provide timely support to project staff; • Undertake performance management of PMU staff including establishment of annual results, ongoing feedback and mid-term and final assessments in line with EIF performance management system • Identify areas of improvement by applying best practices/lessons learnt using EIF corporate monitoring tools and corporate reports; 		
<p>People Management</p>	<ul style="list-style-type: none"> • Assigns staff to meet project needs, recruits, trains and manages staff. • Trains and develops employees to be more effective and efficient. • Assigns engineers to projects to meet project needs • Supervise and provide substantive support to junior staff, through mentoring, coaching and capacity building. • Undertake other management duties that contribute to the effective functioning of the project. • Manages leave approvals of the EBA Staff • Identify training interventions/curriculum for subordinate staff and ensure they meet their performance objectives in order to ensure high productivity. 		

	<ul style="list-style-type: none"> Identity training needs of PMU staff and arrangement training opportunities in liaison with EIF Human Resources Officer as approved by the Director of Operations. 		

Competencies required to operate at this level

Scoring defined as;
5 = Essential
4 = Important
3 = Useful
2 = Unimportant
1 = Unnecessary

Competency	Competency defined	Scoring
Conflict Management	The extent to which the incumbent should reflect each of the following conflict management styles and initiating and managing acceptable solutions and outcomes to conflict situations:	5
Creativity	The competency to develop new ideas and to create new concepts and solutions to problems.	5
Short-term Memory	The ability to remember recent information conveyed to him / her.	5
Customer Orientation	Focusing on and relating quality standards to customer requirements and directing all activities to meet these.	5
Excellence Orientation	Displaying pride in and derive personal satisfaction for achieving results, commitment to uncompromising standards of excellent and continuous improvement and determination or self-discipline in completing what has been started.	5
Reading comprehension	The competency to read and understand clearly and objectively what the reading matter concerned really conveys.	5
Interpersonal Skills	The Competency to be accepted / to mix/socialise/associate with and to appreciate individuals / groups and their views/needs/ideas (5
Filing Ability	The competency to handle a filing system in an office / administrative setting.	5
General Knowledge	The competency to be conversant in and adequately informed on events in the world at large.	5
Vocabulary	The competency to handle / understand written language / to have a large vocabulary.	5

DECLARATION

It is herewith declared that the above description is a true reflection of the actual job

Developed by: _____
Name Designation Signature/ Date

Approved by: _____
Name Designation Signature/ Date

Incumbent: _____
Name Designation Signature/ Date