

## **TERMS OF REFERENCE**

<b>POST TITLE:</b>	<b>PROGRAMME MANAGER (Rehabilitation)</b>
<b>DUTY STATION:</b>	NAIROBI, KENYA
<b>ASSIGNMENT STATION:</b>	AMMAN, JORDAN
<b>GRADE:</b>	L5
<b>STARTING DATE:</b>	23 JULY 2006
<b>DEADLINE FOR APPLICATION:</b>	07 July 2006
<b>SEND APPLICATION TO:</b>	<a href="mailto:Dorothee.VonBrentano@unhabitat.org">Dorothee.VonBrentano@unhabitat.org</a> ; and copy to Margaret.swalleh@unhabitat.org

### **DUTIES AND RESPONSIBILITIES**

The Programme Manager will report to the Director, Regional Technical Corporation Division (RTCD). He/she will work closely with the Programme Manager – Capacity Building and Policy and with Coordinator of the Iraq Programme. He/she will be expected to coordinate activities in Iraq with the respective Project Experts of other projects that are being implemented under the UN-HABITAT Iraq Programme. The incumbent will be accountable for the efficient, timely and cost-effective implementation of all projects within UN-HABITAT's Iraq Programme that have a major reconstruction and rehabilitation component. His/her responsibilities will include the following:

- ◆ Mobilize additional funding from all possible sources by undertaking detailed formulation of projects and their processing through the ITF Cluster system or presentation to other funding sources.
- ◆ Organize and manage the Reconstruction and Rehabilitation Component of the UN-HABITAT Iraq Programme.
- ◆ Ensure that the rehabilitation projects are coordinated with other projects within the framework of the UN-HABITAT Iraq Programme.
- ◆ Maintain and improve the programme communication system to facilitate the dissemination of information and reports to all key stakeholders.
- ◆ Undertake the preparation of project implementation plans for all approved projects, including work programmes, budgets, facility requirements, and staffing schedules.
- ◆ Provide leadership and direction to the respective project teams in Iraq.
- ◆ Ensure that the human resources needed for project implementation are identified, recruited and managed in accordance with the project staffing requirements and UN Rules and Regulations;
- ◆ Maintain and improve the operational management system to deal with project design, tendering, tender evaluation, contract award, contract administration, payments and project monitoring and control and ensure full compliance with UN procurement rules.
- ◆ Monitor all project activities in relation to the respective project work plans and take corrective action, when necessary to ensure the timely and cost-effective delivery of project outputs.
- ◆ In consultation with other UN Agencies, maintain a roster of potential implementing partners and consulting firms as well as Iraqi contractors.
- ◆ Ensure that all implementation options are kept under continuous review and make changes when necessary to ensure that project delivery is maximized within the constraints of the budget and the security situation.
- ◆ Prepare Terms of Reference and Requests for Proposals, as needed for the selection of Consultants, Consulting Firms, or NGOs.
- ◆ In consultation with the Iraq Coordinator and UNON, implement necessary procedures for the

selection of Consulting Companies and/or NGOs to expedite the implementation of project activities.

- ◆ Set up the necessary budgetary control procedures to monitor and control project expenditures and to generate financial reports.
- ◆ Maintain and improve the tender process in strict adherence to the Delegation of Authority and in accordance with UN Rules and Regulations.
- ◆ Prepare progress and other reports and documents as needed for Headquarters, the UNDG Trust Fund, other possible financing partners, and the GoI.
- ◆ Represent UN-HABITAT at the appropriate inter-agency forums in Amman in close coordination with the Programme Manager – Capacity Building and Policy.
- ◆ Undertake occasional mission travel to Iraq as and when required.
- ◆ Any other duties assigned by the Director, RTCD.

## QUALIFICATIONS AND EXPERIENCE

Education	At least an M.Sc in Civil Engineering, Construction Engineering or Architecture with formal training in project management
Knowledge, skills and aptitudes	Extensive experience in the technical and financial management of large housing and infrastructure projects. Knowledge of project and contracting procedures. Wide experience in international procurement based on the procedures of the UN and/or other International Organizations. Knowledge of project planning and project management instruments and good all round experience in managing teams of international and national professionals. Good computer skills in Windows, Word, Excel, Microsoft Project and Access. An efficient work ethic and the ability to work long hours under pressure will be important attributes.
Years of experience	Minimum fifteen (15) years of related work experience, at least five years of which should be with the UN or international organizations.
Languages	Excellent command of English both spoken and written. Knowledge of Arabic would be an important asset.