

VA/M&E-IRBM/PRF/2022/003

In anticipation of the approval of the UNDP/GEF/ASEAN/PEMSEA '*Reducing Pollution and Preserving Environmental Flows in the East Asian Seas through the Implementation of Integrated River Basin Management in ASEAN Countries*' (IRBM) project, the following post is being advertised by PEMSEA Resource Facility, the implementing agency of the project.

Post Title	Regional IRBM Project Manager
Type	International/Regional
Duty Station	Manila, Philippines
Duration	Fixed-term of 2 years with possibility of extension, subject to satisfactory performance and availability of project funds
Closing Date	30 September 2022

Organizational Context

Under the supervision of the Executive Director of PEMSEA, the Regional IRBM Project Manager (RPM) has the responsibility to manage the project planning and implementation. The RPM's primary responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost.

Key Functions/Key Results

The RPM's key functions and results are to:

- Co-ordinate the implementation of the work plan and budget of the IRBM Project based on the approved UNDP Project Document;
- Liaise directly with the IRBM project proponents, the country representatives, the river basin organizations, and other donors as appropriate, in order to coordinate the annual work plan for the project;
- Provide overall supervision for all project staff in the Regional Project Management Unit (RPMU) and National Project Coordinating Units (NPCUs) as well as guide and supervise all project partners responsible for executing different components of the project as well as external policy relations;
- Consult and coordinate closely with the Regional Project Board (RPB), National Focal Agencies, River Basin Coordinating Committees, Project Teams, other regional project partners, and the respective GEF IW project officers in all regions;
- Manage the realization of project outputs through activities as described in the Project Document;

- Identify and obtain any support and advice required for the management, planning and control of the project;
- Plan the activities of the project and monitor progress against the initial quality criteria;
- Monitor events as determined in the Monitoring & Communication Plan, and update the plan as required;
- Manage requests for the provision of financial resources, using advance of funds, direct payments, or reimbursement;
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
- Manage and monitor the project risks as initially identified in the Project Document, submit new risks to the RPB for consideration and decision on possible actions if required and update the status of the risks by maintaining the Project Risk Log;
- Prepare the Project Quarterly Progress Report (progress against planned activities, update on Risks and Issues, expenditures) and submit the report to the PB/PSC and Project Assurance;
- Prepare the Annual Review Report, and submit the report to the RPB and the National Focal Agencies;
- Based on the review, prepare the Annual Work Plan for the following year, as well as Quarterly Plans if required.
- Prepare Final Project Review Reports to be submitted to the RPB and the National focal agencies;
- Identify follow-on actions and submit them for consideration to the RPB;
- Manage the transfer of project deliverables, documents, files, equipment and materials to national beneficiaries; and
- Prepare the final Regional Delivery Report for signature by UNDP.

Technical Adviser/Coordination Function

- Apply expertise in Integrated Coastal Management (ICM), Integrated Water Resources Management (IWRM), Integrated River Basin Management (IRBM), information technology, structured learning, and project management to maintain the project's overall integrity and coherence;
- Supervise and provide technical expertise to all IRBM project activities;
- Ensure project progress and impact through liaisons with stakeholders' participation and quality delivery of activity deliverables, according to project work plans and budget;
- Liaise, consult and network with appropriate regional and global partner organizations, other relevant IW-related environmental and/or sustainable development programs; and
- Ensure consistency between the various project elements and related activities provided or funded by other donor organizations.

Project Management Function

- Under PEMSEA's rules and regulations and in coordination with UNDP policies, identify requirements for equipment and travel related to the project implementation;
- Provide direction and guidance to RPMU, National PCUs and other project stakeholders;
- Manage the project, its staff, cross-component coordination, deliveries and budget;
- Prepare the annual work plan based on the Project Document, in close consultation and coordination with the RPB, regional and national project partners and relevant donors;

- Organize and supervise all reporting activities to UNDP (Implementing Agency), PEMSEA (Executing Agency), RPB, ensuring adherence to GEF Agencies' administrative, financial and technical reporting requirements;
- Mobilize goods and services for project activities, including preparing and overseeing the development of Terms of Reference for consultants and contractors; and
- Oversee the development and management of all M&E requirements.

Qualifications and Skills Required

Education: At least a Master's degree in River-basin Management, Water Resources Management, Coastal Resources Management, Environmental or Marine Science, or Engineering.

Experience: At least ten (10) years of development work experience at the management level, preferably in the ASEAN region. Practical experience in water and coastal resources management is essential. Familiarity with the environmental policies, programs and operating modalities of local and national governments of the six (6) participating ASEAN countries is required.

Language Requirement: Fluency in the English language, with effective oral and written communication skills. Familiarity with languages of participating countries is an asset.

IT Skills: Proficiency in the use of various software applications (MS Word, MS Excel, MS Project, and Financial Systems) and adequate knowledge and practical experience in handling web-based management systems.

Submission of Applications

Qualified candidates may submit their application together with complete Curriculum Vitae to the Recruitment Officer, via email to recruitment@pemsea.org. Kindly indicate the vacancy number and post title when applying (in the subject line) by email. The deadline for submission of application is **30 September 2022**. Applications received after the closing date will not be considered. Only those candidates that are shortlisted will be notified.

PEMSEA seeks to increase the number of women at senior levels and therefore, qualified women are particularly encouraged to apply. PEMSEA will make every effort to facilitate the employment of persons with disabilities.

For more information on PEMSEA, please visit www.pemsea.org