

UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)
GLOBAL ENVIRONMENT FACILITY (GEF)
GOVERNMENT OF LESOTHO

VACANCY ANNOUNCEMENT

Project: Reducing vulnerability from climate change in Foothills, lower Lowlands and lower Senqu Basin

Post Title: Project Manager

Type of appointment: Service Contract, 1 year (with potential renewal)

Duration of appointment: Five years June 2015-December 2020

Reporting to: Principal Secretary Ministry of Forestry, Range and Soil Conservation and UNDP (through the Focal Point on Energy and Environment)

Duty station: Maseru, Lesotho with frequent travel to project sites

Background Information:

The integral functioning of Lesotho's mountainous ecosystems is vital not only to the livelihoods and welfare of its people, but for the delivery of ecosystem services and global environmental benefits to a large part of Southern Africa. The mountainous Kingdom is the source of rivers that reach the Atlantic Ocean in the west and supply an increasing proportion of the water consumed in South Africa's industrial heartland. Therefore, sustainable use and management of ecosystems in Lesotho is a vital ingredient of broader environmental wellbeing.

The UNDP Lesotho Country Office and the Government of Lesotho will for the next five years (2015-2020) implement a GEF-financed project "**Reducing vulnerability from climate change in Foothills, lower Lowlands and Senqu River**". The objective of the project is to mainstream climate risk considerations into the Land Rehabilitation Programme of Lesotho for improved ecosystem resilience and reduced vulnerability of livelihoods to climate shocks. The project will support the integration of climate change adaptation into national and sub-national land use planning and decision-making. By doing so, the project will reduce the vulnerability of local communities in the Foothills, Lowlands and the Lower Senqu River Basin to climate change through the implementation of climate-smart ecosystem rehabilitation and management measures. Project outcomes are intended to achieve the following:

- i. Promoting the efficient use of land resources by integrating climate risk considerations into land use planning and decision making;
- ii. Empowering rural communities with skills to maintain a balance between agricultural production and demands for non-agricultural land uses;
- iii. Strengthening the community-based management of natural resources and;
- iv. Addressing institutional and technical limitations

The project will be nationally implemented by the Ministry of Forestry, Range and Soil Conservation (MFRSC) as the Implementing Partner (IP). The IP will be accountable to the Government of Lesotho and the UNDP for the quality of project outcomes and the appropriate use of project resources, both when directly implementing project activities and when delegating others to do so.

In light of this, UNDP and the Government of Lesotho require the services of a Project Manager to form part of a technical and managerial team responsible for the successful implementation of the above project.

Specific Duties and Responsibilities:

The Project Manager (PM) will be responsible for overall co-ordination, implementation, administration and M&E and reporting of the project in consultation with the Project Board (PB)/Steering Committee (PSC), UNDP-GEF and the Implementing Agency (IP). She/he will take overall responsibility for liaison with MFRSC, MoGYS and other line Ministries, with District and Community Councils and Principal Chiefs in the project's areas of operations, and with donor agencies and NGOs. Specifically he/she will:

- Oversee and manage project implementation including monitoring work progress and ensuring that project activities conform to the approved project document and workplan for timely delivery of outputs.
- Supervise, coordinate and facilitate the work of the project staff, national focal point and technical unit (including national and international consultants).
- Coordinate and facilitate inputs of government ministries, non governmental agencies, partner organizations, scientific and research institutions, subcontractors, and national and international experts in a timely and effective manner.
- Prepare an "inception report" which will more concretely elaborate the project Logical Framework Matrix and planned project activities, the 1st year Annual Workplan and Budget, as well as TORs for key project staff.
- Ensure timely preparation of detailed AWP and budgets for approval by the PB/PSC.
- Assist in the development of TORs, identification, selection and recruitment of qualified staff, consultants, other experts and organizations as needed to provide specific consultancy services as well as supervision and technical oversight of the consultancy outputs.
- Prepare and ensure timely submission of financial reports, quarterly and annual Project Progress Reports and consolidate other reports as may be required by UNDP, IP and PB/PSC.
- Prepare and ensure smooth execution of Midterm and Final Independent Evaluations including developing TORs, identification and recruitment of appropriate candidates, organization of missions, joint field missions and discussion with evaluators, etc.).
- Develop a concrete Monitoring and Evaluation Plan at the outset of the project and ensure compliance with UNDP and GEF specific planning, reporting, monitoring exercises
- Develop and facilitate implementation of a comprehensive monitoring and reporting system and plan.

- Control expenditures and assure adequate management of resources.
- Provide a quarterly update of the expenses of the previous three months and the expenses expected for the next three months.
- Arrange for audit of all project accounts for each fiscal year whenever necessary.
- Disseminate project reports to and respond to queries from concerned stakeholders.
- Report progress of project to the Project Board or Steering Committee and CTA regarding project progress as it may be required.
- Establish linkages and networks with the on-going activities of other government and non-government agencies.
- Provide input to management and technical reports and other documents as described in the M&E plan for the overall project. Reports should contain detailed assessments of progress in implementing activities, including reasons for delays, if any, and recommendations on necessary improvements.
- Inform the PSC, without delay, of any issue or risk which might jeopardise the success of the project.
- Liaise, coordinate and report to Head of Environment unit in UNDP on day-to-day work related, as well as administrative issues on a regular basis.
- Contribute to UNDP and UN programming strategy, both in planning, monitoring and reporting phase.

Qualifications and Experience:

- Master's degree in environment, natural resources management, agriculture or a closely related field.
- A minimum of 7 years relevant work experience including at least 3 years' experience as a lead project manager in relevant sectors.
- Demonstrated solid knowledge of adaptation to climate change, ecological restoration and sustainable exploitation of natural resources.
- Experience in the public participation development process associated with the environment and sustainable development is an asset.
- Experience in working and collaborating with government is an asset.
- Proven extensive experience and technical ability to lead, manage and motivate teams of international and local consultants to achieve results and to manage a large and complex, multi-stakeholder project.
- Effective interpersonal and negotiation skills proven through successful interactions with all levels of project stakeholder groups, including senior government officials, business, executives, farmers and communities.
- Familiarity with the goals and procedures of international organizations, in particular those of the GEF and UNDP.
- Knowledge of UNDP project implementation procedures, including procurement, disbursement, reporting and monitoring procedures is highly preferable.

- Fluent in English and Sesotho, including writing and communication skills.

Reporting:

During the project implementation phase, the PM will report to the PSC, with technical oversight provided by the CTA. The PM will work closely with the PSC, CTA and UNDP Country Office to ensure the availability of information on progress and performance regarding the implementation of the project.

Applications with comprehensive CVs, UN P11 form and names and contact details of three referees should be submitted to:

The Human Resources Department
United Nations Development Programme (UNDP)
3rd Floor, UN House
P. O. Box 301
Maseru 100

Or

E-mail to: registry.ls@undp.org

Closing date for applications: On or before 4th June 2015

Please note that this vacancy is open only to Lesotho nationals.

Only short listed candidates will be responded to. Salary is negotiable and commensurate with work experience and qualifications.

Approved by:

Name and Designation: Limomane Peshoane - Climate Change Specialist

Date:.....15/05/2015.....

Signature:..........