



Liberia

**UNITED NATIONS DEVELOPMENT PROGRAMME  
THE MILLENNIUM VILLAGE PROJECT  
VACANCY ANNOUNCEMENT NO. UNDP /SC /007/2009**

Date of Issue: 21 January 2009

Closing Date: 4 February 2009

**Post Title : MVP Project Manager**  
**Contract type : Service Contract (SC -9)**  
**Duty Station : Kokoyah, Gbarnga, Bong County, Liberia**  
**Duration : One (1) Year initially**  
**Start Date : Immediately**

*This vacancy is open to applicants of either sex. Preference will be given to equally qualified women candidates.*

**Job Summary:**

The role of the Project Manager is to ensure the effective and efficient operations of the Millennium Villages Project with respect to program implementation, planning, monitoring and evaluation; financial management, administration, procurement, logistical support, and human resources management.

**Duties and Responsibilities:**

The Project Manager will be responsible for:

- **Organizational Development.** Coordination of project planning, the completion of work plans, budgets, procurement plans and reports for the Millennium Villages Project; organize the recruitment, selection, hiring and orientation of a core group of national staff members, train and orientate sectoral specialists; develop program policy and procedures concerning personnel, financial management vehicles and inventory; and organize staff development activities.
- **Project Management, Supervision and Oversight.** Ensure the effective and efficient operations of all project initiatives, with respect to project design, implementation, monitoring and evaluation. This work will also involve upholding standards in the areas of financial management in terms of developing budgets and cash-flow projections, record keeping and reporting systems.
- **Financial Management.** Ensure proper organization and utilization of finance policy and procedures and financial management information system; develop program budgets and cash-flow projections as required; assist in completion of monthly financial reports, internal and external audits and evaluations.
- **New Program Development.** Ensure the proper preparation of needs assessments, sectoral strategies and work plans, concept papers and proposals aimed at mobilizing resources for current and future project interventions; and develop and maintain contacts with prospective institutional partners.

**Minimum Qualifications:**

- Demonstrated ability to successfully conduct research and manage projects in remote rural location with minimum supervision.
- Must have quality research and data management experience.
- Excellent writing, interpersonal, computer and communication skills.
- Must be able to function independently and to exercise discretion and judgment in sensitive and potentially controversial matters.
- Must have excellent organizational skills, be a team player and detail-oriented.
- Strong analytical skills, with financial analysis skills a definite advantage;
- Computer skills including proficiency in Microsoft Word and Excel

**Education and Expertise:**

- Masters degree in public administration, business administration, international development or related field;
- At least ten (10) years of international development and/or operational experience in Africa, preferably in Western;
- Significant experience working with development agencies and local government leaders on economic development activities with excellent understanding of sustainable development.

Email application to this vacancy should be sent to [vacancies.lr@undp.org](mailto:vacancies.lr@undp.org). Please insert Vacancy Announcement Number in the Subject of the email or written application. Applications without the Vacancy Announcement Number or with the incorrect Vacancy Announcement Number will not be accepted. Attach photocopies of qualifications (i.e. technical certificates and academics) and a one-page cover letter indicating your interest and suitability for the position.

Please note that applications received after the closing date will not be considered. Only short-listed applicants will be contacted for a written test followed by an interview.

Please forward all written applications to:

Deputy Resident Representative (Operations)  
Attention: HR Unit  
United Nations Development Programme  
Simpson Apartment, Mamba Point  
Monrovia, Liberia

cc: All UN Agencies and UNDP Programmes/Projects and All Counties