

**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**EXTERNAL VACANCY ANNOUNCEMENT No. UNDP/SC/2009/005**



**Date of Issue: 21 January 2009**

**Closing Date: 4 February 2009**

**Post Title** : **Project Manager / Energy and Environment**  
**Office/Dept** : **Energy & Environment \ Unit, UNDP Liberia**  
**Contract Type** : **Service Contract (SC-9)**  
**Duty Station** : **Monrovia, Liberia**  
**Duration of assignment:** **Twelve –months (renewable based on satisfactory performance)**  
**Starting Date** : **Immediately**

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

**Background**

The United Nations Development Programme (UNDP) country office in Liberia has been the leading UN Agency to partner with the Government of Liberia for several years in environmental sustainability. Environment is one of the pillars of UNDP programme in Liberia, and has been used over the years to build local capacities and empower and strengthen individuals and national institutions to manage Liberia's environment.

**Job Summary**

Under the direct supervision of the Assistant Resident Representative (ARR/Pro-poor) and overall guidance of the Deputy Resident Representative for Programme (DRR/P), the Project Manager will support the design, planning and management of UNDP environmental initiatives.

The Project manager is expected to maintain collaborative relationships with all programme staff, other UN Agencies with environmental initiatives (such as UNEP, UNMIL, UNFAO, and UNHCR), environmental Non-Governmental organizations (local and international), as well as government counterparts.

In addition, the environment portfolio in Liberia is growing and diversifying rapidly. In the coming years project manager will be required to develop and manage higher levels of interventions covering PRS aspects, renewable energy, climate change, biodiversity conservation and related policy frameworks. The project manager will therefore be required to produce a higher level of delivery (at least \$1,000,000).

**Specifically, the Project Manager will:**

1. Lead the identification of and formulation of project concepts and proposals draft project documents and annual work plans;
2. Design a resource mobilization strategy, by identifying other sources of funding for the environment apart from UNDP, TRAC resources;
3. Create a synergy with other relevant programme units, such as the community-based recovery programme, gender and HIV/AIDS;

4. Coordinate GEF activities, including GOL application to participate in the UNDP/GEF Small Grants Programme;
5. Represent UNDP at environment functions and forums, as will be determined by Senior Management;
6. Facilitate programme financial management by reviewing and processing requests and managing programme budget;
7. Support environmental advocacy in collaboration with NGOs and national institutions.
8. Coordinate climate change issues, mainstreaming environment in PRS and policy frameworks, and lead resource mobilization initiatives for achieving objectives

### **Functional Competencies**

- Working with and through people;
- Knowledge of local/ international/ sub regional environmental issues and related policies;
- Innovative, results oriented and advancing new approaches;
- Advocacy and resource mobilization;
- Strategic planning and team leadership; and
- Proficiency in office software application

### **Qualifications and Experience**

Candidate must have a minimum of Master's Degree in environmental studies, biological science, social science, regional planning, management and development economics and at least ten (10) years of working experience in public or private sector. Experience working with the UN System, Global Environment Facility (GEF) projects and NGOs is an advantage.

### **Learning Requirement:**

Fluency in Oral and Written English

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. Attach photocopies of qualifications (i.e. technical certificates and academics) and a one-page cover letter indicating your interest and suitability for the position.

Forward all written applications to:

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

Please note that applications received after the closing date will not be considered. Only short-listed candidates will be contacted.

*Cc: All UN Agencies in Liberia*