全球环境基金赤水河流域生态补偿与全球重要生物多样性保护示范项目国家项目经理工作大纲

**项目名称：**全球环境基金赤水河流域生态补偿与全球重要生物多样性保护示范项目

**实施机构：**联合国开发计划署（UNDP）

**执行机构：**环境保护部环境保护对外合作中心

**招聘岗位：**项目经理

**招聘单位：**环境保护部环境保护对外合作中心

**工作地点：**北京

**任职时间：**岗位需求4年。年度聘任制，绩效考核满意可以续聘。

**岗位目标：**

* 遵守国家法律法规，根据环境保护对外合作中心的相关管理规章制度和项目管理要求，负责全面的项目管理，包括所有项目投入的动员，并对项目人员、顾问和分包商进行监督；
* 在政府、联合国开发计划署和联合国其它机构、非政府组织和项目合作伙伴之间发挥联络作用，确保良好互动，并保持与其它提供联合融资的捐助机构的密切合作；
* 确保项目办公室财务上的可持续性。

**任职资格：**

* 大学学位（硕士或博士），自然资源管理或环境科学相关专业；
* 自然资源管理工作经验（具有流域/环境规划和管理工作经验者优先）；
* 至少5年的项目/计划管理经验,有全球环境基金/联合国开发计划署项目的管理经验者优先；
* 具有与自然资源管理相关各部委、国家或省级单位合作的工作经验；
* 具备有效协调多个利益相关方参与的大型项目的能力；
* 具备预算管理和培训能力，可与各级对应工作人员和项目涉及的所有团体进行有效合作；
* 优秀的文件编制、演示和报告能力；
* 良好的计算机技能，特别要掌握所有微软办公软件和互联网搜索的应用；
* 对有关全国性、省级和市级保护区系统、生物多样性保护和湿地管理的政治和社会经济背景有深入了解；
* 良好的中文书面沟通能力；
* 必须具有良好的英语工作能力。

**岗位职责：**（不局限于如下所列）

* 按照项目文件监督和协调项目产出；
* 按照联合国开发计划署的国家执行项目程序调动所有项目投入；
* 规定承包商或分包商的工作大纲，确保承包商具有可交付成果；
* 监督和协调国家项目管理办公室和次级项目管理办公室的工作、所有项目工作人员、专家和分包商的工作，包括花大量时间到次级项目管理办公室，给地方工作人员提供监督、指导和培训；
* 协调项目工作人员的招聘和选择；
* 根据环保部和联合国开发计划署的要求，编制和修订项目工作和财务计划；
* 协调和监督项目监测和评价计划的实施情况；
* 与联合国开发计划署、环保部、相关政府机构和所有项目合作伙伴联络，包括各个捐助机构和非政府组织，以便有效协调所有项目活动；
* 推动对分包商的行政支持以及项目支持的各种培训活动；
* 监督并确保及时提交启动报告、联合项目实施审查/年度项目报告（PIR/APR）、技术报告、季度财务报告，以及联合国开发计划署、全球环境基金、环保部和其它监督机构可能要求提交的其它报告；
* 分发项目报告，并回复相关利益相关方提出的询问；
* 向筹划指导委员会报告项目进展，确保完成筹划指导委员会的各项指令；
* 对国内、国际相关综合性保护和开发项目的经验与教训分享与交流进行监督；
* 确保及时有效地实施项目所有板块内容；
* 监督利益相关方参与计划的实施情况，并通过培训研讨会和岗位培训协助社区团体、直辖市、非政府组织、人员、学生和其它方面发展基本技能，从而提升其能力；
* 协调并协助科研机构制定和实施所有的实地研究工作，并监测项目构成部分的工作；
* 为负责外部联络和提高认识的团队提供协助和指导；
* 对所有地点和项目示范点管理单位的活动进行定期、事先通知和事先无通知的检查；
* 确保在项目实施中采用联合国开发计划署的环境和社会筛查程序保障措施。

请对职位感兴趣的候选人将简历于2014年11月17日前发至以下联系人邮箱。

联系人：

晏薇

邮箱：yan.wei@mepfeco.org.cn

#### Project Manager Recruitment, GEF Payment for Watershed Services in the Chishui River Basin for the Conservation of Globally Significant Biodiversity

### Project Manager

Background

The Project Manager (PM) will be responsible for the overall management of the project, including the mobilization of all project inputs, supervision over project staff, consultants and sub-contractors. The PM will report to the UNDP CO in close consultation with the host institution for all of the project’s substantive and administrative issues. From the strategic point of view of the project, the PM will report on a periodic basis to the Project Steering Committee (PSC). Generally, the PM will be responsible for meeting government obligations under the project, under the national execution modality (NEX). He/She will perform a liaison role with the Government, UNDP and other UN Agencies, NGOs and project partners, and maintain close collaboration with other donor agencies providing co-financing.

Duties and Responsibilities

* Supervise and coordinate the production of project outputs, as per the project document;
* Mobilize all project inputs in accordance with UNDP procedures for nationally executed projects;
* Prepare TORs for contractors or subcontractors and ensure contractors’ deliverables;
* Supervise and coordinate the work of the National and Sub-Project Management Offices, all project staff, consultants and sub-contractors, including significant time spent at the SPMO to provide oversight, guidance and training to local staff;
* Coordinate the recruitment and selection of project personnel;
* Prepare and revise project work and financial plans, as required by MEP and UNDP;
* Coordinate and oversee implementation of the project’s monitoring and evaluation plan;
* Liaise with UNDP, MEP, relevant government agencies, and all project partners, including donor organizations and NGOs for effective coordination of all project activities;
* Facilitate administrative backstopping to subcontractors and training activities supported by the Project;
* Oversee and ensure timely submission of the Inception Report, Combined Project Implementation Review/Annual Project Report (PIR/APR), Technical reports, quarterly financial reports, and other reports as may be required by UNDP, GEF, MEP and other oversight agencies;
* Disseminate project reports and respond to queries from concerned stakeholders;
* Report progress of project to the steering committees, and ensure the fulfilment of steering committees directives.
* Oversee the exchange and sharing of experiences and lessons learned with relevant integrated conservation and development projects nationally and internationally;
* Ensure the timely and effective implementation of all components of the project;
* Oversee implementation of the stakeholder participation plan and assist community groups, municipalities, NGOs, staff, students and others with development of essential skills through training workshops and on the job training thereby upgrading their institutional capabilities;
* Coordinate and assist scientific institutions with the initiation and implementation of all field studies and monitoring components of the project
* Assist and advise the teams responsible for communications and awareness raising ; and
* Carry out regular, announced and unannounced inspections of all sites and the activities of the project demonstration site management units.
* Ensure that UNDP Environmental and Social Screening Procedure safeguards are applied to project implementation.

Qualifications

* A university degree (MS or PhD) in a subject related to natural resource management or environmental sciences;
* Working experience in natural resource management (preferably in the context of watershed / environmental planning and management);
* At least 5 years of project/programme management experience, GEF/UNDP projects management experiences will be preferred;
* Working experience with ministries, national or provincial institutions concerned with natural resource management and environmental protection is a plus;
* Well understand the PWS theory and familiar with the basic condition of Chishui River Basin;
* Ability to effectively coordinate a large, multi-stakeholder project ;
* Ability to administer budgets, train and work effectively with counterpart staff at all levels and with all groups involved in the project;
* Strong drafting, presentation and reporting skills;
* Strong computer skills, in particular mastery of all applications of the MS Office package and internet search;
* Strong knowledge about the political and socio-economic context related to the protected area system, biodiversity conservation and wetlands management at national, provincial and municipal levels;
* Excellent writing communication skills in Chinese;
* A good working knowledge of English is a requirement.

The potential candidates will be welcome to send your CV to the following email address of the contact person before 17th November, 2014.

Contact person:

Yan Wei

Email: yan.wei@mepfeco.org.cn