

## **Terms of Reference Project Manager**

<b>Application Deadline:</b>	July 6, 2009
<b>Expected duration of assignment:</b>	6 months

### **Background**

The current five-year NSP for the Republic of Trinidad and Tobago was initiated in 2004 and expired at the end of 2008 and its life extended to cover 2009. In this regard, it is incumbent on the National AIDS Coordinating Committee (NACC) to initiate actions directed at reviewing the current NSP consistent with factors which have influenced the course and consequences of the epidemic over the last five (5) years in Trinidad and Tobago. These will also take into consideration the Government's Vision 2020 agenda in ensuring the acquisition of developed country status. A component of the revision of the plan is the evaluation of the programmes that have been implemented against the stated strategic objectives and activities as stipulated in the existing strategic plan. The national response continues to influence and be influenced by socio-cultural and economic factors in the local environment, as well as the broader regional and global arena.

This assessment will be conducted with the assistance of the United Nations Joint Team on AIDS (UNJTA), through its Joint Programme of Support on AIDS. In keeping with UNAIDS Cosponsors Division of Labour, the lead UN Implementing Agency is the UNDP and the implementing partner is the NACC. In the absence of technical capacity on HIV and AIDS within UNDP to guide this project, the technical resources within the UNJTA will fill this gap.

A project manager will be recruited to facilitate effective management of this project in accordance with UNDP's project management guidelines (PRINCE2). In addition to the assessment of the 2004-2008/9 NSP the Project Manager will also be mindful of other key inputs, including the Assessment of the Health Sector HIV Strategic Plan 2004-2008/9, that dovetail into this Assessment.

The Project Manager, therefore, under the direct supervision of the Project Management Board (or its designated official(s)) and the indirect supervision of the Permanent Secretary of the office of the Prime Minister (or designated Official(s)) is charged with the oversight of all activities contributing to the successful completion of the Assessment of the 2004-2008/9 NSP.

## **1. Functional/Key Tasks:**

### **1) Project/Practice Management**

- Creates and executes a project work plan and revises as appropriate to meet changing needs and requirements.
- Identifies resources needed and follows up with person/s responsible.
- Manages day-to-day operational aspects of project.
- Reviews deliverables prepared by Project Board and consultants assigned to this project before passing to client.
- Prepares for engagement reviews and quality assurance procedures.
- Minimizes UN exposure and risk on project.
- Ensures project documents are complete, current, and stored appropriately.

### **2) Project Accounting**

- Manages project budget.
- Reports on expenditures in a timely and accurate manner.
- Follows up with Project Board on any outstanding financial matters.
- Analyzes project expenditure and utilization vis a vis deliverables.

## **2. Core Competencies:**

### **1) Financial Management**

- Understands basic financial reporting, including invoicing and payment procedures
- Ability to accurately forecast payments that are due.
- Assures project legal documents are completed and signed.

### **2) Business Development**

- Identifies business development and "add-on" opportunities as they relate to this project.
- Effectively conveys the HIV message in the national HIV response in both written and verbal business development discussions.

### **3) Communication**

- Facilitates Project Board, client and consultant meetings effectively.
- Keeps Project Board well informed of changes associated with project and possible factors, internal and external that may impact project.
- Prepares proper project documentation, presentations and reports as required
- Resolves and/or escalates issues in a timely fashion.
- Understands how to communicate difficult/sensitive information tactfully.

### **4) Technical**

- Possesses general understanding in the areas of application programming and database management
- Proficiency in Micro Office Suite including MS Project.
- Possesses knowledge of the national HIV landscape and relevant stakeholders.

## **3. Professional Qualities:**

### **1) Leadership**

- Inspires team work on project to attain goals and pursue excellence.
- Identifies opportunities for improvement and makes constructive suggestions for change.
- Manages the process of innovative change effectively.

### **2) Teamwork:**

- Works well as part of a team
- Keeps track of lessons learned and shares those lessons with Project Board.
- **Respect for Diversity:** Commitment to UN's core values; respects individual, gender and cultural differences in dealing with others.

### **3) Client Management**

- Manages day-to-day client interaction.

- Sets and manages client expectations.
- Develops lasting relationships with client personnel that foster client ties.
- Communicates effectively with clients to identify needs and evaluate alternative business solutions.

#### **4.) Internal Operations**

- Suggests areas for improvement in internal processes along with possible solutions.
- Meets regularly with Consultants, reviews the status reports and addresses issues as appropriate.
- Complies with and helps to enforce standard policies and procedures.

#### **Required Skills and Experience**

- At least a BSc in Project Management or other professional level qualification in project management
- An MSc in Project Management and qualifications in PRINCE2 Foundation will be an asset
- At least five years experience in the area of project management. Prior experience with like project will be an asset.
- A sound knowledge and application of project management software programmes, tools and techniques are essential.

**Qualified persons living with HIV are encouraged to apply. Disclosure of one's HIV status is not mandatory.**