



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Post Information

Post Title: UN-REDD Programme Manager Post Number: Organizational Unit: Energy & Environment Duty Station: Port Moresby (PNG) Supervisor/Grade: DRR/P5 Post Status: Source of Funding: UN-REDD	Current Grade: Proposed Grade: P4 Approved Grade: P4 Post Classified by: HQ Post Type: Fixed Term position Duration: 1 year (with possibilities of extension) Classification Approved by:
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II. Background

The United Nations Collaborative Programme on Reducing Emissions from Deforestation and Degradation (UN-REDD Programme) was set up in 2008 following the Bali Action Plan agreed to by parties at the 13th Conference of Parties to the United Nations Framework Convention on Climate Change to assist tropical forest countries in establishing a fair, equitable and transparent REDD+ regime. The UN-REDD Programme is currently supporting nine pilot countries¹ with their national “REDD Readiness” process, i.e. preparations for participation in a future REDD financial incentive mechanism under the UNFCCC. UN-REDD National Programmes (NPs) are implemented as Joint Programmes (JPs) by Food and Agriculture Organisation (FAO), United Nations Development Programme (UNDP) and United Nations Environment Programme (UNEP), following the guidance of the UN Development Group (UNDG). With coordinating support from a Global Joint Programme (GJP), the nine UN-REDD National Programmes are being designed to provide initial assistance with the pilot countries.

Papua New Guinea is one of the nine UN-REDD programme pilot countries. The UN-REDD National Programme Document (NPD) developed by the Government of PNG has been approved and granted with USD\$ 6,3 million and it's ready for implementation. The Objective of the UN-REDD NP is “to support the GoPNG in attaining REDD+ Readiness” within the next 3 years, with an emphasis on the development of Measurement, Reporting and Verification (MRV) system for the country as an important complement to PNG's domestic climate-change efforts. MRV systems track and report on changes in carbon stocks resulting from land-use change, and as such, are a fundamental prerequisite for any payment-for-performance REDD+ programme. In order to secure this Objective, the proposed NP will be implemented for three years in order to pursue the following five Outcomes:

- 1) Readiness management arrangements in place;
- 2) National MRV system developed;
- 3) Historical drivers of deforestation assessed;
- 4) Monitoring of abatement concepts supported; and
- 5) Stakeholders engaged in PNG's REDD readiness process.

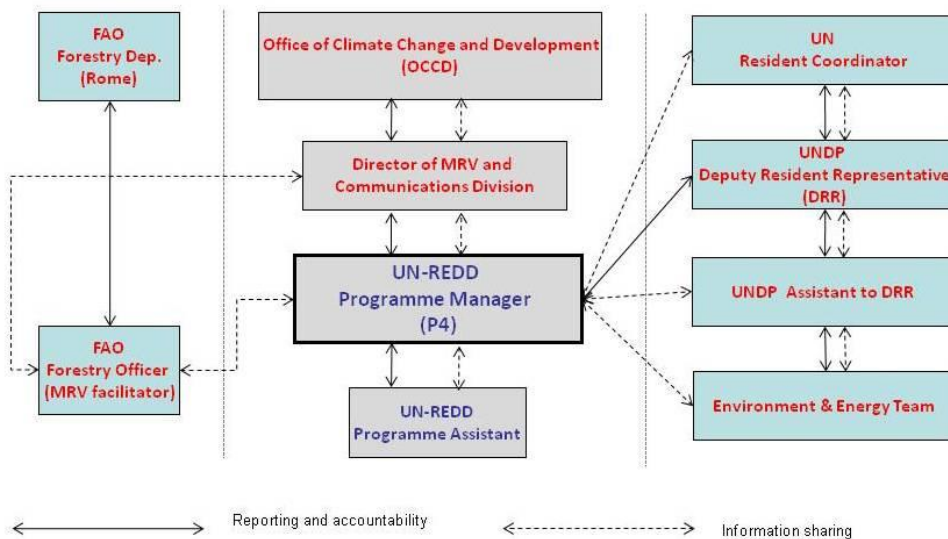
To implement the NP, a UN-REDD Programme Management Unit (PMU) will be established in the Office of Climate Change and Development (OCCD). The PMU will be led by a UN-REDD Programme Manager who under a matrixed working arrangement will support OCCD on a day-to-day basis on management and coordination of all UN agencies inputs for PNG's National UN-REDD Programme. The UN-REDD Programme Manager will report to the Director of MRV and National Communication Division and UNDP Country Office Deputy Resident Representative. The overall performance appraisal of the PM will be done as per UNDP guidelines, rules and regulation by the UNDP Deputy Resident Representative (DRR).

¹ Pilot countries are Bolivia, Panama, Paraguay, Indonesia, Papua New Guinea, Vietnam, Democratic Republic of Congo, Tanzania and Zambia. At the Third Meeting of the UN-REDD Policy Board on 2 November, 2009, a further five countries joined the programme. They are Argentina, Cambodia, Ecuador, Nepal and Sri Lanka.

III. Organizational Context

The incumbent will be working closely with the Office of Climate Change (OCCD) and will provide technical advice and support to the Director of MRV and National Communication Division. The incumbent will work under the direct supervision of the UNDP Deputy Resident Representative (DRR) and will also report to the DRR. The incumbent will report to OCCD on day-to-day work including sharing of information and will also keep close relations, good coordination and sharing of information with UNDP PNG's Country Office, especially with Assistant Resident Representative (ARR) and the Energy and Environment Team assigned for programme assurance activities. The incumbent will liaise and coordinate programme activities also with FAO and UNEP UN-REDD specialists.

The overall objective of the assignment is to contribute to the enhancement and development of UN-REDD PMU management of coordination capacity to ensure efficient and effective implementation of the PNG's National UN-REDD National Programme.



IV. Duties & Responsibilities

Description of Duties and Responsibilities:

Key Function

- Manage the day-to-day operations of the Programme Management Unit (PMU) including the supervision of PMU personnel and, ensure coordination with FAO and UNEP activities for the overall national UN-REDD Programme implementation in the country.

Planning

- Lead the preparation and update of annual and quarterly programme work plans with clearly stated milestones contributing to the achievement of target outputs consistent with the programme document that are guided by the UN-REDD Operational Guidelines and submit these to the Director, MRV and National Communication and UNDP for clearance;
- Prepare and update of annual and quarterly operational budgets in line with the programme document and submit these to the Director, MRV and National Communication and UNDP for clearance;
- Review programme resource requirements and provide advice to the Programme Executive Board on the need for budget adjustments and possible revisions. Advice also OCCD and UNDP on revisions to work plans and budget plans based on the operational and strategic appreciation of programme implementation

with given conditions;

- Prepare Terms of Reference (ToR) for required inputs (individual and institutional consultancy services, the procurement of goods, organization of training, seminars, etc.), and submits these to the Director, MRV and National Communication and relevant UN agencies for clearance, and administers the mobilization of such inputs;
- Convey and facilitate meetings among government departments, provincial government, development organizations and CSOs when required in order to get agreements that support the UN-REDD programme implementation;
- Ensures that all agreements with implementing agencies are prepared, negotiated, agreed upon and executed to the expected standards in a timely manner; and
- Ensure coordination of UN-REDD NP planned activities with other REDD initiatives in the country;

Implementing

- Lead the planning, organisation and convening of relevant stakeholders participation in the national UN-REDD Programme Executive Board and UN-REDD Policy Board Meetings as and when required;
- With respect to external Programme implementing agencies/sub-contractors:
 - Ensures that these agencies mobilize and deliver the inputs in accordance with their letters of agreement or contracts,
 - Mobilize competent national and international experts needed;
 - Provides overall supervision and/or coordination of their work to ensure the production of the expected quality outputs.
 - Provides problem solving support where needed, to debottleneck issues and progress key deliverables according to planned milestones.
- Assumes direct responsibility for managing the programme budget by ensuring that:
 - Programme funds are made available when needed, and are disbursed properly in a timely fashion following the UN agencies and MDTF procedures;
 - Expenditures are in accordance with the programme document and/or existing programme work plan and adjustments (if any) are made with due consultation and documentation
 - Accounting records and supporting documents are properly kept and required financial reports are prepared, with appropriate analysis of expenditures and issues in disbursement
 - Financial operations are transparent and financial procedures/regulations for NEX programmes are properly applied; and
 - The programme is ready to stand up to audits at any time.
- Follow-up and ensure that required inputs are processed in a timely and transparent manner and attest to the timeliness of submission and the quality of goods and services procured for the programme;
- Liaise with FAO and UNEP to ensure coordination and implementation of planned activities as per the agreed PNG's National UN-REDD Programme's Annual Work Plans;
- Liaise and coordinate with relevant government departments and key external organizations on technical issues related to implementation of the UN-REDD national programme;
- Build relations and effective networks with relevant programme partners, policy makers, business, donors and civil society actors to further the interests of the programme.

Monitoring, Reporting, Evaluation and Audits

- Ensure monitoring, evaluation and audits are undertaken as per PNG's National UN-REDD Programme's Monitoring and Evaluation Plan, or UN-REDD programme guidelines.
- Develop and implement monitoring and evaluation (M&E) mechanism for the programme's financial, administrative, and operational activities and ensure timely submission of progress and financial reports;
 - Prepare programme progress reports (when is required / financial and substantive) against set targets and indicators, with an analysis of evidence of progress towards planned outputs according to schedules, budgets, and inputs provided by the programme.
 - Prepare programme evaluation reports and review meetings when required according to the UN-REDD programme and UN agencies guidelines
 - Organize and facilitate evaluations and audit missions when required.
 - Keep good records of programme documents, by establishing and maintaining a systematic filing system of key documents (in hard copy and soft copy) in line with audit requirements

- Reports regularly to and keeps the Director, MRV and National Communication and UNDP DRR and E&E Programme Unit up-to-date on programme progress and problems.

V. Key Results & Impact of Results

Key Results:

- The National UN-REDD Programme effectively and efficiently implemented in a transparent and accountable manner, in accordance with all applicable rules and regulations from the Government of Papua New Guinea and the UN-agencies;
- PNG's National REDD+ Readiness Management Arrangements in Place;
- Stakeholder Engagement Plan on REDD+ developed and implemented; and
- Improved government's capacity to plan and coordinate the implementation of REDD+ activities in the country.

Impacts of Results:

- A more strategic and collaborative approach to addressing REDD+ issues in the country;
- National coordinating mechanisms for implementing REDD+ activities in place and functioning; and
- Enhanced capacities of the Government and CO staff to implement REDD+ readiness activities.

VI. Competencies

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism
- Demonstrates strong understanding of political sensitivities and ability to work positively with all partners in a politically dynamic environment

Functional Competencies:

Knowledge Management and Learning:

- Demonstrated capacity in knowledge sharing and knowledge management and ability to promote a learning environment in the office through leadership and personal example.
- Ability to advocate and provide top quality advice services on REDD+.
- Proven track record in managing large complex development Programmes within the area of forestry/natural resources
- In-depth practical knowledge of inter-disciplinary development issues
- Ability to conduct research and analysis and strong synthesis skills.

Development and Operational Effectiveness:

- Ability to lead strategic planning, results-based management and reporting.
- Ability to develop innovative approaches to program design, implementation, monitoring evaluation of development programmes, projects and activities.
- Ability to mobilize resources
- Ability to work with minimal supervision
- Able to work under pressure and limited time.

Management and Leadership:

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to critical feedback; consensus-oriented
- Encourages risk-taking in the pursuit of creativity and innovation
- Leads teams effectively and shows conflict resolution skills
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates good oral and written communication skills

- Demonstrates openness to change and ability to manage complexities
- Proactive and have the ability to discuss openly with all senior government staff
- Results-orientation and efficiency in a multi-tasking environment
- Capacity to perform effectively under pressure and hardship conditions
- Highly develop inter-personal, negotiation and teamwork skills, networking aptitude,
- Highly developed inter-cultural communication and skills;

VII. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> • Minimum Masters degree, preferably in forestry, environmental science, natural resource management, geography or related field with a Postgraduate qualification in Management.
Experience:	<ul style="list-style-type: none"> • At least 7 years working experience in the field of programme/project management • With at least 5 years experience with leading large scale and complex development programmes /projects covering all aspects of programme/project cycle management including financial management, budgeting, administration, human resources, monitoring and evaluation, auditing, and reporting, • Familiar with climate change issues including REDD+, forest / natural resources management, and rural development. Knowledge in GIS/remote sensing is an asset; • Previous work experience on development programmes in developing countries (Asia Pacific-PNG experience is an advantage); • Proven management experience including supervision of staff, consultants and coordination of research programme/projects teams in a n multi-disciplinary environment; • Demonstrated knowledge of donor programme/project management practices and modalities. • Experience with working with governments in developing countries. Experience with government and UN procedures including its financial systems is an asset; • Excellent computer skills including full working knowledge MS Office, and Internet
Language Requirements:	<ul style="list-style-type: none"> • Fluency in written and spoken English • Knowledge of pidgin is an asset

VIII. Signatures- Job Description Certification

Incumbent <i>(Vacant)</i>		
Name	Signature	Date
Supervisor		
Carol FLORE-SMEREZNIAK, DRR	Signature	Date
Chief Division/Section		
David MCLACHLAN-KARR, Resident Representative	Signature	Date