

VACANCY FOR PROFESSIONAL POST			
<b>Category :</b>	Temporary appointment	<b>Post Level&amp; Number :</b>	NOA
<b>Post Title:</b>	Project Manager	<b>Duration:</b>	Till 31.12.2017, extendable
<b>Closing date for applications :</b>	March 12, 2017		

### **1. PURPOSE OF THE POST**

Accountable for professional technical contribution to UNICEF programmes/projects design, planning, administration, monitoring and evaluation, data analysis and progress reporting. Commitment for enhancement of gender-sensitive teamwork and capacity building, in support of achievement of planned objectives of the work plans, aligned with country programme goals and strategy.

### **2. ACCOUNTABILITIES and DUTIES & TASKS**

*Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primarily, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.*

#### **1. Programme/Project Management**

Ensure the availability of accurate, complete and up-to-date information required for effective programme and projects design, implementation, management, monitoring and evaluation, including gender disaggregation. Draft sound projects budgets for review by the supervisor(s), and provide support for sharing the information with relevant partners.

#### **2. Project Efficiency and Effectiveness**

Enhance projects efficiency and effectiveness through implementation of follow-on activities with various partners, including monitoring UNICEF inputs, local conditions and resources, flow of supply and non-supply assistance and projects status.

#### **3. Work Plan and Project Documentation**

Analyze collected data and information and prepare progress reports including monitoring and reporting indicators by age, gender, disability status; draft changes in projects work plans and assist in identification of required supplies and equipment as well as in the Country Programme Recommendation and other project documentation, assuring accuracy and consistency with established rules, regulations and plans of action; and provide support for consultation with partners as required on planning and implementation of projects activities.

#### **4. Project Implementation Information and Data**

Ensure the appropriateness of financial, administrative and supply documentation; verify that projects expenditures are within allotments and that data is consistent with the projects information and database (e.g., Vision / SAP). Follow up on queries, including with and by partners, or initiate corrective action on discrepancies.

### **5. Knowledge Sharing**

Compile projects implementation training and orientation materials to promote knowledge sharing with donors and media, and all stakeholders.

### **6. Communication and Networking**

Ensure the effective communication and networking developed and maintained through partnership and collaboration.

- Collaborate with Operations staff to implement internal controls systems and resolve day-to-day issues or discrepancies in financial or supply management, and provide support for orientation and training of Government counterparts and all UNICEF implementing partners in UNICEF financial and supply policies and procedures.
- Team with local Government counterparts to exchange information on projects implementation and status as well as movement and distribution of supplies.
- Support coordination with members of the development community, including NGOs, UN and bilateral agencies in the exchange of information relating to child health and education sector.

## **3. WORKING CONDITIONS**

Post is office-based, with frequent travel to project sites within the country and occasionally outside.

### **Requirements**

- University degree (Bachelor's) in Education, Health, Economics, Social Sciences or other relevant fields is required.
- A minimum of one (1) year of relevant professional experience in programme/project management is required.
- Prior experience and hands-on knowledge of project management and related methodologies is required.
- Prior hands-on experience in managing a large project with a sizeable budget (USD\$1 Mio+) is an asset.
- Prior work experience in the UN System/UNICEF or another international development organization is an asset.
- Prior experience and hands-on knowledge of an Enterprise Resource System (i.e. SAP) is an asset.
- Prior experience and knowledge of UN System/UNICEF policies, procedures and guidelines is an asset.
- Working knowledge in the Microsoft Suite of Products (including MS Word, MS Excel & MS PowerPoint) is highly desirable.
- Fluency in English and Russian (verbal and written) is required. UNICEF is a non-smoking organization.

### **Languages**

Fluent English and Russian

**Other skills and attributes**

- Proven organization, analytical, negotiation, communication (oral and written), interpersonal and training skills. Advanced drafting and reporting skills.
- High sense of responsibility. Tact, discretion, initiative and good judgment in dealing with staff members, local authorities and counterparts.
- Ability to work in an international and multicultural environment.

Applicants should be nationals of Belarus and should apply [here](#) in English (a cover letter, CV and P11 form) by closing date 12 March 2017 to be eligible for consideration. All previous applicants need not apply. They are automatically included into the list.

Approx. monthly net salary (tax free) is USD 1,800-2,000 and allowances.

Applications received after the closing date will not be considered. Only short-listed candidates will be contacted.