

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Vacancy Details

Vacancy Code	VA/2008/EUO/RPC/12
Post Title	Regional Project Coordinator
Post Level	L5
Project	Sustainable Management of the Shared Living Marine Resources of the Caribbean Large Marine Ecosystem (CLME) and Adjacent Regions
Org Unit	International Waters, EUO
Duty Station	Cartagena, Colombia
Duration	1 year (with possibility of extensions for the duration of the project)
Closing Date	6 June 2008

Background

The focus of the GEF intervention will be on assisting the Caribbean countries to improve the management of their shared living marine resources, most of which are considered to be fully or over exploited, through an ecosystem level approach. A preliminary Transboundary Diagnostic Analysis (TDA) identified three priority transboundary problems that affect the Caribbean Large Marine Ecosystem (CLME): unsustainable exploitation of fish and other living resources, habitat degradation and community modification, and pollution. The final TDA will serve as the science basis for development of an agreed program of interventions including fishery reforms, conservation measures and pollution control. A Strategic Action Programme (SAP) with a shared vision for the CLME will be developed, and required priority interventions, reforms and investments agreed to. The proposed project will facilitate the strengthening of fishery governance in the Caribbean at the regional, sub-regional and national levels by working with existing structures, strengthening horizontal and vertical linkages both politically and technically. To assist this process, the project will create an integrated information management system bringing together congruent fisheries, biological, pollution and socio-economic data and information as powerful management tool. Similarly, a monitoring and evaluation framework and a Regional Monitoring Environmental Programme will be developed. Pilot projects on specific transboundary fisheries (spiny lobster and reef fisheries) will trial governance models at the local, national and sub-regional levels and provide additional knowledge on means of applying ecosystem based approaches to fisheries management and determining the fisheries' socio-economic importance and sensitivities.

Duties and Responsibilities

The Regional Project Coordinator (RPC) shall be responsible for the overall coordination of all aspects of the UNDP-GEF CLME. He/she shall liaise directly with designated officials of the Participating Countries, other Members of the PSC, the Implementing Agency, the Executing Agency, UNDP Country Offices, existing and potential additional project donors, National Focal Points, and others as deemed appropriate and necessary by the PSC or by the RPC him/her self. The RPC will be also responsible for the management of the project as well as for the delivery of a number of technical activities. The budget and

associated work plan will provide guidance on the day-to-day implementation based on the approved Project Document and on the integration of the various donor funded parallel initiatives. The RPC will be responsible for oversight of the pilot projects, and will provide guidance and orientation with a view to ensuring that these are fully aligned and harmonized with work undertaken within the main project. He/she shall be responsible for delivery of all substantive, managerial and financial reports from and on behalf of the Project. He/she will provide overall supervision for all staff in the Program Coordination Unit, as well as guiding and supervising all external policy relations, especially those related to other Projects within the CLME Project.

General

- Directly supervise the day to day work of the PCU through a team consisting of professional, technical and administrative staff
- Prepare an Operational Work Plan for the duration of the project and corresponding Annual Work Plans based on the Project Document and inception report, under the general supervision of the Project Steering Committee and in close consultation and coordination with related Projects, National Focal Points, GEF Partners and relevant donors;
- Coordinate and monitor the activities described in the work plan;
- Coordinate the SAP development process and oversee the Governance Framework development;
- Oversee implementation of the pilot projects, supervise the collection and analysis of lessons learned and best practices, and design replication strategies;
- Organize and supervise all reporting activities to the GEF, Implementing and Executing agencies, ensuring adherence to the Agencies' administrative, financial and technical reporting requirements;
- Ensure project compliance with all UN and GEF policies, regulations and procedures, as well as reporting requirements;
- Ensure consistency between the various program elements and related activities provided or funded by other donor organizations;
- Prepare and oversee the development of Terms of Reference for consultants and contractors;
- Coordinate and oversee preparation of the substantive and operational reports from the Program, including the revised TDA;
- Promote the Project and seek opportunities to leverage additional co-funding; and
- Represent the Project at meetings and other project related fora within the region and globally, as required.

Administrative

- Oversees and manages the finances and is responsible for approving all administrative and financial reports, external communications and travel requests, as well as the acquisition of equipment, goods and services;
- Manage the PCU, its staff, budget and imprest account, in line with UNOPS/UN rules and regulations
- Keep the Steering Committee informed of project development including through the organization of Steering Committee meetings;
- Prepare the agenda and all technical background documentation, in consultation with other partners, for Steering Committee meetings; acts as Secretary to the SC meetings,

Required Selection Criteria

Competencies

Education/Experience/Language

Education: Post-graduate degree in the Marine Sciences, Environmental Management, Natural Resources Management or a directly related field (e.g. fisheries management, etc.)

Work Experience: At least fifteen years experience in fields related to the assignment at national and international levels. Demonstrated experience in management of multi-disciplinary projects, preferably of bi-national or regional scope, including team-building skills. Demonstrated diplomatic, interpersonal,

networking and negotiating skills. Familiarity with the goals and procedures of international organizations, in particular those of the GEF and its partners (UNDP, UNEP, the World Bank, and regional organizations related to Project activities, and currently identified Project donors). Previous work experience in one or more of the participating countries, and previous work experience in the region on issues related to the Project will be very favorably considered.

Other Skills: Effective oral and written presentation skills. Experience in administration for budget and human resources management required. Good professional knowledge of main office computer applications desired.

Languages: English, Spanish and French are the working languages of the participating countries. For the post fluency in oral and written English and Spanish is a requirement. Knowledge of French is an asset.

Submission of Applications

Qualified candidates may submit their application, in English, including a **letter of interest**, complete **Curriculum Vitae** and an updated United Nations Personal History Form (P.11) [English Version](#), to Charlotte Kjellander EUO, via e-mail to CharlotteK@unops.org. Kindly indicate the vacancy number and the post title in the subject line when applying by email.

Other Useful Information

The full Project Document can be found http://www.iwlearn.net/iw-projects/Fsp_11279947037

Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.

For more information on UNOPS, including its core values and competencies, please visit the UNOPS website at www.unops.org.