

TORs – ABS National Project Manager

Duties and Responsibilities

The national project manager will have management (~25%) and technical tasks (~75%).

Objectives:

1. Coordinate daily management of the project's administrative and financial obligations.
2. Supervision of the overall preparation of the project's components and of consultations with stakeholders. Responsible for timely elaboration and finalization of the project's objectives. This is a full time position.

Main tasks:

- Ensure timely and effective implementation of the project's objective, outcomes, outputs and activities;
- Prepare detailed work and financial plans (including timeline and description of activities), to be submitted to the Steering Committee and UNEP for approval;
- Prepare quarterly expenditure reports, progress reports, budget revisions, and work plan revisions;
- Develop TOR for contractual services companies, consultants, experts, and all necessary project documents in liaison with the Task Manager UNEP;
- Supervise/ oversee consultants' works, and endorse deliverables in liaison with the Project Steering Committee and other relevant bodies;
- Contribute to organize project activities when necessary. This may include planning meetings, local and national workshops, field visits and other project related activities;
- Supervise the team of consultants involved in the ABS project and bear overall responsibility for timely preparation and delivery of documents to UNEP and GEF, strictly respecting schedules and applying quality control protocols;
- Ensure that the launch meeting leads to the delivery of a clear road map on the scope of services and project tasks to be undertaken under the supervision of key implementing partners and UNEP;
- Submit revised preliminary versions of all studies and reports on ABS project activities for reviewing and finalization to key implementing partners, national consultants, and UNEP;
- Lead the development of the project's technical work plan and coordinate consultants' contributions and output, and ensure quality control of technical deliverables;
- Ensure delivery of results and implementation according to approved work plans;
- Develop a comprehensive mapping and implementation plan of executing partners towards the project's activities;
- Lead the CHM updating process;
- Prepare the project's monitoring reports, and more specifically the PIR, risk log and report on lessons learned.

Competencies/Qualifications

Core qualifications:

- Good management skills;
- Efficient communication skills (orally and in writing), in order to transmit complex technical information to both technical staff and the general public;

- Good leadership, coordination and facilitation skills;
- Familiar with the situation in The Bahamas;
- Proven ability to draft project documents (publications, reports and related documents);
- Proven ability to collect, verify and analyze information, as well as to finalize and present research with a high degree of accuracy and technical quality;
- Good knowledge and understanding of decisions and processes related to the CBD and Nagoya Protocol;
- Previous experience in the development of ABS strategies is an asset.

Experience required:

- Advanced university degree preferably advanced (master or doctoral degree) in natural, environmental sciences, economic or social, or management;
- At least 7 years of experience in managing national or international projects - at least 3 in a management position - in the field of policy or management of biodiversity and genetic resources;
- Solid monitoring and evaluation competencies;
- Previous experience of work with GEF projects is a considerable asset;
- Excellent command of English.

Reports to: Director, BEST Commission