

Terms of Reference for Project Manager

To be part of international NALAS Expert Pool for recruitment

Background

The Network of Associations of Local Authorities of South East Europe (NALAS) was established in 2001 under the auspices of the Stability Pact and the Council of Europe. Today, it gathers 16 national or regional local government associations who represent about 9000 local governments directly elected by around 80 million people. NALAS promotes the process of decentralisation and international organisations, considering local self-government as a key issue in the current process of transition affecting the various countries in South-East Europe. NALAS builds partnerships in order to contribute to the reconciliation and stabilisation process in the region and henceforth contributes to the process of the European integration of the whole region.

NALAS initiates and carries out regional initiatives for its members and helps the associations to become viable representatives of local authorities vis-a-vis central government. NALAS aims to provide services to local governments for the benefit of the citizens in the region and wishes to develop itself as the knowledge centre for local government development in South-East Europe, recognised among all relevant stakeholders. In its new strategic frame 2013 – 2017, NALAS builds on the current achievements and makes a huge step forward in improving access to knowledge through E-learning, scaling up and other mechanisms. The new Strategy has also sharpened the focus on European affairs, promotion of European values and strengthening the participation of local governments in EU integration process.

NALAS has expanded its scope and operational activity by creating a Secretariat (based in Skopje) and thematic Task Forces (on Association Development, Energy Efficiency, Fiscal Decentralization, Solid Waste and Water Management, Urban Planning, and Sustainable Tourism).

NALAS Task Forces were established as a response to the growing need for the improvement in the relevant fields of competence and the more intensive utilization of knowledge in South-East European local government associations and their members, the local governments. The objective of the Task Forces is to coordinate member associations' joint activities in the aforementioned thematic areas which are aiming at motivating and enabling municipalities for the development and implementation of their own relevant programs and projects and to learn from each other.

In its effort to develop and maintain high level of delivered services to its members, NALAS is building a Pool of Experts who will contribute to implement the growing number of activities, inclusive of project management in various fields and funded by diverse set of donors.

Organisational Context

Upon appointment, the Project Manager (PM) will work at NALAS headquarters in Skopje, as part of its team. Under the guidance of the relevant Program Officer, the PM will be responsible for the overall management and implementation of the project/s he/she is assigned for. He/she may be required to contribute to other NALAS core activities related to the functioning of the respective Task Force or NEXPO.

The day-to-day supervision and mentoring will be exercised by NALAS Executive Director with input from NALAS Program Officers, Knowledge and Communications Manager and Financial Manager.

The successful candidates will be part of NALAS Expert Pool and will be appointed in accordance with NALAS needs for project management activities, and in consideration with most corresponding competence profile/set of skills of the Expert. The appointed Experts may be required to manage a project full or part-time, depending on its scope and relevance.

Key Functions

The provided functions will ensure optimum effectiveness of performed activities and sustainability of achieved project results.

1. Project Management

- Implement and manage project activities within the scope of relevant project and as stated in the relevant Project Document, which includes preparing working plans, procurement plans, and recruitment plans, managing a budget and monitoring expenditures under the overall supervision of the Program Officer. Provide first-line trouble shooting for the involved local government associations and experts.
- Liaison with the beneficiary local government associations in the scope of the project.
- Report to the Program Officer and Executive Director.
- Ensure proper monitoring and evaluation procedures are instituted in all project activities, including site monitoring visits as necessary.
- Ensure that project objectives and activities are well coordinated with plans and activities of NALAS;
- Prepare and submit regular progress reports as required in the Project Document.
- Prepare Terms of Reference for consultants and contractors. Oversee the work of thematic experts and other consultants and contractors;
- Ensure the implementation of project activities throughout beneficiary LGAs.
- Ensure proper operational, financial and administrative management in the project, in accordance with the Project Document and the agreement signed between NALAS and the donor of the project.
- Manage the information flows between the directing and delivering levels of the project.
- Manage the production of the project products taking responsibility for overall progress and use of resources and initiating corrective action where necessary
- Make sure that NALAS and donors' visibility and publicity requirements are thoroughly followed
- Advise NALAS Executive Director and relevant Program Officer of any deviations of the Project Plan.

2. Competencies.

The Project Manager's prime responsibility is to ensure that the project produces the required products within the specified tolerance of time, cost, quality, scope, risk and objectives. The PM is also responsible for the project producing a result capable of achieving the objectives defined in the Project Document. Different types of project will require different types of project management skills. Upon appointment, the PM must be able to

balance the different aspects of the PM role for a particular project. Key competencies include:

- Demonstrates commitment to NALAS mission, vision and values
- Displays cultural, gender, race, nationality and age sensitivity and adaptability
- Promotes the vision, mission, and strategic goals of NALAS
- Treats all people fairly without favoritism
- Higher education and expertise or interest in one or more of the following fields (desired and not limited to): solid waste management, water and waste water management; urban planning; energy efficiency and renewables; environment; finance; political sciences; governance.
- Knowledge of contemporary means for knowledge sharing such as e-learning, web tools, etc.
- Excellent command of English language and one of the languages spoken in SEE.
- Knowledge/experience in local governance will be considered as a strong advantage.
- Experience/knowledge in managing EU funded projects will be considered as a strong advantage.
- Good interpersonal skills such as communication, negotiation, conflict management;
- Skills in planning and time management, as well as attention to detail and client-oriented;
- Good analytical and writing skills or experience in research, surveys and studies in the area of local development and/or governance, preferably gained in NALAS operational region.

Application Process

The interested candidates should provide a CV with a motivation letter to info@nalas.eu before 12th June 2013. Only short-listed candidates will be contacted for interview.