

TERMS OF REFERENCE

Project Officer for the “Strengthening the National Institutional and Educational Capacity to Carry out ODA Programmes and Projects”

Line of reporting

The project Officer will work under the direct supervision of the Project Manager and under the administrative authority of UNDP Romania CO, specifically the Head of Democratic Governance Section. The interaction with the supervisor will take place on a daily basis, thus allowing continuous performance monitoring.

Duties and Responsibilities

Specifically, the national Officer will be responsible for:

- Provision of technical assistance for implementing the Romanian development cooperation framework, including overseeing establishment of transparent and efficient delivery mechanisms for the Romanian ODA and strengthening the capacity of responsible institutions, the Ministry of Foreign Affairs in particular, to implement the Romanian Development Cooperation Strategy;
- Permanent contact and close cooperation with UNDP Cos in Romania’s ODA partner countries.
- Ensuring bi-annual reports on how the projects in the a/m countries evolve and the impact of Romania’s contribution to those;
- Participating in relevant monitoring and evaluation events and missions with the Project Manager, drafting parts of the projects reports pertaining to activities under his/her responsibility;
- Contributing to the development of a public awareness and education programme in close cooperation with all the major stakeholders (line ministries, NGO’s, universities, private sector) for the promotion of the Romanian development cooperation; this will include supply of information and materials, according to the Ministry of Foreign Affairs request, for the cooperation website and developing a specific logo for the Romanian ODA.
- Implementing all specific activities according to the work-plan developed in coordination with the Project Manager while ensuring effective utilization of the funds made available by the MoFA and UNDP in compliance with the stipulations of the Memorandum of Understanding and Cost-Sharing agreement signed by the two institutions.

Duration of the assignment

Initially 6 months, starting August 2008. Appointment renewable up until the end of the project (in December 2009), subject to satisfactory performance and recommendation by direct supervisor.

Required Profile/Qualifications

- Academic degree in Economics, Social Sciences or equivalent work experience in planning and implementation of development initiatives.
- Minimum 5 years experience in management and execution, with ability to handle increasing levels of responsibility, preferable within the UN or another international organization.
- Good communication and reporting skills.
- Strong inter-personal skills.
- Ability to work in a team.
- Full working knowledge of English, including excellent writing skills.
- Full computer literacy.
- Knowledge of procurement matters.