

PROJECT MANAGER (P.4)
GloLitter PROJECT COORDINATION UNIT
DEPARTMENT OF PARTNERSHIPS AND PROJECTS

Circular letter No. 4313

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| <p>Vacancy announcement: V.N. 20-04 Admin number: ADMIN/20/26 Post number: 50006781 Contract Information: The type of contract will be fixed term for twelve months with the possibility of further extension subject to satisfactory performance and availability of project funds.</p> | <p>Date of issue: 28 July 2020 Deadline for applications: 25 August 2020 Salary: US\$ 73,516 net per annum, plus post adjustment (currently US\$ 41,095). Salary is free of income tax in the United Kingdom. For further information on benefits and entitlements please click here</p> |
| <p>Purpose of the post Under the overall supervision of the Head, Projects Implementation and technical supervision of Head, Office of London Convention and Protocol, the incumbent will provide high level technical guidance and advisory services and undertake overall project management and governance responsibilities related to the implementation of the IMO-Norway GloLitter Project. The incumbent will ensure the successful delivery of the project with strong functional links established with the other marine litter initiatives within IMO and the wider UN system, in particular FAO and UNEP, and private sector partnerships. The incumbent will also manage establishing project partnership agreements through consultations with the global strategic partners of the project including multilateral development banks and private sector.</p> <p>For a detailed job description, please refer to page 2.</p> | <p>Required competencies</p> <ul style="list-style-type: none"> (a) Conceptual, analytical and evaluative skills and proven ability to conduct research and analysis. (b) Demonstrated experience in managing human and financial resources (c) Ability to develop clear goals that are consistent with agreed strategies; foresee risks and allow for contingencies when planning. (d) Organizational and time management skills and a high degree of initiative together with the ability to work under pressure and manage conflicting priorities and high volumes of work to deliver quality outputs. (e) Integrity, discretion, accuracy and meticulous attention to detail. (f) Proven ability to establish and maintain effective working relations with internal and external stakeholders, at all levels including in an international, cross-cultural context. |
| <p>Professional experience Minimum of seven years of experience in managing projects or programmes of which a minimum of three years in dealing with marine environmental policies and projects with multidisciplinary teams and working with multiple stakeholders. Awareness and understanding of IMO stakeholders including the maritime industry stakeholders would be an asset.</p> <p>Education Advanced university degree in environmental engineering, marine science, maritime law, international relations or equivalent subjects.</p> <p>Language skills Advanced level of proficiency in English, both written and oral, is essential. Working knowledge and ability to understand complex technical issues in other official languages of the United Nations will be an advantage.</p> <p>Other knowledge and skills High proficiency in Microsoft Office applications. Knowledge of relevant international conventions and other instruments. Knowledge of issues and challenges related to the implementation of IMO conventions in developing countries would be an advantage.</p> | |
| <p>How to apply Applications must include an up to date Personal History Form (also available from our website www.imo.org) and should be accompanied by a cover letter stating the reasons for applying and experience relevant to the post. Applications must be sent to the following email address: recruitment@imo.org. Only applications submitted via email will be accepted.</p> <p style="text-align: center;">Please state Vacancy Number 20-04 as well as the title of the post in the subject line.</p> <p style="text-align: center;"><u>Please do not send applications via multiple routes.</u></p> <p style="text-align: center;"><u>Your application will be acknowledged only in the case that you are short-listed for an interview.</u></p> | |

*This vacancy is open to all qualified candidates. IMO seeks to increase the number of women at senior levels and, therefore, qualified women are particularly encouraged to apply.
IMO will make every effort to facilitate the employment of persons with disabilities.*

MAIN DUTIES AND RESPONSIBILITIES

The Project Manager will be responsible for the successful delivery of the IMO-FAO-Norway GloLitter Project and will plan, manage and lead multi-disciplinary global, regional and national teams.

The incumbent will analyse global, regional and country-specific requirements and relevant technical issues to provide critical input into the IMO Strategic Objectives related to marine plastic litter, MARPOL Annex V and the London Convention/Protocol, work plans and the supporting budgets and/or resourcing strategies.

One of the key responsibilities of the incumbent will be the continuous coordination with the project unit established at FAO, ensuring consistency in delivery and overall coordination and direction for the Project. The work will involve continuous dialogue and cooperation with project strategic partners such as UN Global Compact, UNEP etc.

The incumbent will develop strategic partnerships with international institutions and the private sector stakeholders who are working towards addressing marine plastics issue and through these partnerships identify private sector partnership opportunities and activities to support the goals of the project.

A detailed description of duties and responsibilities is given below:

A. Technical advisory support and capacity building at global, regional and national levels

1. Ensure overall consistency and coordination of the IMO and FAO work under the GloLitter Project.
2. Analyse the baseline scenario of participating countries in collaboration with government counterparts and provide guidance for the formulation of national strategies and national action plans for marine plastic litter. Also, In collaboration with regional environmental organizations, contribute to the outreach to other countries in the region for the development of regional strategies
3. Analyse and identify the provision of technical assistance and capacity building to the participating developing countries
4. Chair discussions and participate as a speaker in international R&D conferences, exhibitions and other outreach activities representing the Project.
5. Create awareness-raising materials and educational programmes in each participating country and for the project at the global level.
6. Conduct the project progress reviews and provide inputs for all technical reports and publications prepared by the project.
7. Follow discussions on marine plastic litter matters at relevant IMO Committees and Sub-committees such as MEPC, LC/LP and their respective Sub-committees. Follow discussions on marine plastic litter in other UN entities, including FAO, UNGC and UNEP.

B. Stakeholder involvement, partner coordination, knowledge management support

1. Ensure and promote linkages with other work programmes related to marine plastic litter issues to increase policy dialogue, explore and promote effective collaboration, partnerships and synergies for the design and implementation of best practices for addressing marine plastic litter.
2. Engage with private sector industry representatives and lead the public-private sector partnership component of the GloLitter project: The Global Industry Alliance (GIA) on Marine Plastic Litter.
3. Lead the co-financing mobilization activities in accordance with the Project implementation strategy.
4. Liaise with the representatives of the various governance and technical advisory committees established within the project framework (such as GPTF or ExCom); participate and ensure timely coordination of such governance and advisory meetings.
5. Ensure the dissemination of lessons learned and results achieved, through maintaining a Project Knowledge Management System.

C. Project implementation (management, team leadership, monitoring and reporting)

1. Exercise overall responsibility for planning, implementation, management and coordination of the project operations and personnel following an adaptive management approach.
 2. Ensure timely implementation of all project activities, including quality control and review of all produced technical outputs.
 3. Define and orient the main strategy for project implementation in consultation with FAO and Norway, and under the direct supervision of the Head, Projects Implementation; overseeing preparation and updating the project work plan, as required.
 4. Act as Secretary of the Project ExCom and Steering Committee meetings. Oversee the preparation of project review and/or evaluation meetings; prepare background documents, briefs, issue papers, progress reports for the ExCom meetings and for donor reporting; follow up of ExCom and Steering Committee decisions and recommendations.
 5. Lead and effectively manage the Project Coordination Unit (PCU), providing appropriate feedback, guidance and training opportunities for all PCU members. Manage any recruitment process that may be required after the Project is launched.
 6. Oversee and coordinate the review and evaluation of the Project and the annual budget revisions.
 7. Any other duties as required for the effective management of the project and duties requested by IMO.
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