



<b>Vacancy title</b>	<b>Regional Coordinator for the GEF/UNDP/UNESCO Project on Adaptation to Climate Change in Coastal Areas of West Africa (ACCC)</b>
<b>Country of employment</b>	Senegal , Dakar UNESCO Bureau Regional
<b>Job description</b>	<p>In the framework of the ACCC Project, implemented by UNDP/GEF and regionally executed by UNESCO/IOC, and under the supervision of the Executive Secretary IOC and UNESCO BREDIA Director, the Regional Coordinator (RC) will facilitate the successful execution of the ACCC project activities in all 5 participating countries (Cape Verde, Gambia, Guinea Bissau, Mauritania and Senegal) and will direct the work of the Regional Coordination Unit (RCU).</p> <p>The RC will be responsible for managing the implementation of the project on a regional scale, which includes personnel, subcontracts, training, equipment, administrative support and financial reporting keeping the Implementing Agency aware of all relevant factors which could impact on project implementation. The specific responsibilities of the RPM will be to:</p> <ol style="list-style-type: none"><li>1. Set up and manage the project office, including staff facilities and services, in accordance with the project work plan;</li><li>2. Prepare and update regional project workplans, and ensure the implementation of regional activities consistent with the provisions of the project document.</li><li>3. Ensure that all agreements with designated project implementing agencies are prepared, negotiated and signed.</li><li>4. Provide overall supervision and/or coordination of the work of the National Project Coordinator ensuring the production of the corresponding project outputs.</li><li>5. Act as a principal representative of the project during review meetings, evaluations and in discussions and, hence, be responsible for preparation of review and evaluation reports such as the Project Portfolio Report for the consideration of the UNDP-GEF.</li><li>6. Ensure the timely mobilization and utilization of project personnel, subcontracts, training and equipment inputs;</li><li>7. Ensure fund raising for additional resources</li><li>8. Assume direct responsibility for managing the project budget on behalf of the Implementing Agency, ensuring that:<ol style="list-style-type: none"><li>a) project funds are made available when needed, and are disbursed properly;</li><li>b) accounting records and supporting documents are kept;</li><li>c) required financial reports are prepared;</li><li>d) financial operations are transparent and financial procedures/regulations for REX projects are applied; and</li><li>e) the project is ready to stand up to audit at any time.</li></ol></li><li>9. Exercise overall technical and administrative oversight of the project, including supervision of national and international personnel assigned to the project.</li><li>10. Report regularly to UNESCO, UNDP-GEF and UNDP-CO to up-date on project progress and problems, if any.</li><li>11. Ensure timely preparation and submission of required reports, including technical, financial, and study tour/fellowship reports such as Quarterly Operational Reports and Project Implementation Reports for UNDP-GEF.</li><li>12. Perform others coordinating tasks as appropriate for the successful implementation of the project in accordance with the project document.</li></ol>

<b>Skills/expertise/ qualifications</b>	<p><b>Skills and Expertise</b></p> <ul style="list-style-type: none"> <li>• Knowledge and Experience with Adaptation to Climate Change Projects and Coastal Zone Management;</li> <li>• Management Experience for: Budget Management, Delivery of Field Projects, Ability to Meet Deadlines;</li> <li>• Regional Network and Multi-Stakeholder processes;</li> <li>• Strong Communication and Interpersonal-Skills;</li> <li>• Institutional Capacity to Manage the project: Time, Guidance, Budget Management System, Infrastructure, In-kind contribution.</li> </ul> <p><b>General qualifications</b></p> <p>Education: Post-graduate level (preferable academic background) in geography, environmental sciences, natural resources management, or other related fields.</p> <p>Experience: At least 10 years work experience in the relevant area with project implementation, and / or management; Demonstrated management experience and organizational capacity; Work Experience with the West Africa region; Ample previous experience/ familiarity with UNDP/UNESCO procedures;</p> <p>Skills: Good analytical skills; Good interpersonal and communication skills; Skills in leadership and coordination; Good computer skills.</p> <p>Language: Fluent in English and French; knowledge of Portuguese will be an asset.</p>
<b>Conditions of Employment</b>	<p>Conditions of employment: Appointment of Limited Duration (ALD) Contract at P-3 Level (United Nations). Remuneration is exempt from income tax. Individuals holding an ALD have the status of staff members of UNESCO and will be entitled to the privileges and immunities accorded to that status. Other benefits include a pension plan and medical insurance.</p> <p>UNESCO is a non-smoking Organization.</p> <p>Duration: This is an appointment of limited duration (ALD) and will have an initial duration of <b>two years</b> with the possibility of renewal for additional two years. ALD staff will be subject to a period of probation of three months.</p> <p>Annual leave: 30 days annual vacation.</p> <p>Applications should be submitted by e-mail with a detailed curriculum vitae (CV), with an accompanying letter explaining why you are the perfect candidate for this position.</p> <p>Application deadline: <b>13 June 2008</b></p> <p>Applications should be sent to: Julian Barbieri Head a.i., Ocean Science Section UNESCO/IOC 1 rue Miollis 75732 Paris Cedex 15 France Email: <a href="mailto:j.barbieri@unesco.org">j.barbieri@unesco.org</a> Fax: +33 145685812 URL: <a href="http://ioc.unesco.org">http://ioc.unesco.org</a> URL of ACCC Project : <a href="http://www.accc-afr.net">http://www.accc-afr.net</a></p>