



Regional Project Coordinator (RPC)
Integrating Watershed and Coastal Areas Management Project (IWCAM)
United Nations Environment Programme

- Level:** L5. The Executive Director reserves the right to appoint a candidate at a level lower than the advertised level of the post. For information on UN remuneration rates at this level, please visit www.jobs.un.org.
- Duty Station:** Project Coordination Unit (PCU) at the Caribbean Environmental Health Institute (CEHI), Castries, Saint Lucia.
- Period:** 1 year fixed-term contract with possibility of renewal, based on performance.
- The IWCAM Project:** The main focus of this project is the demonstration of effective comprehensive, integrated watershed and coastal area management systems, based on an intersectoral management approach, in several Caribbean islands. The project will address the requirements for institutional and infrastructural realignment; adoption of modalities for stakeholder/ sectoral participation; capacity building; linkages to the social and economic root causes of environmental degradation; and the overall need for sustainability. The IWCAM project will improve management of water resources by integrating the management of watersheds and coastal areas in several Caribbean Member states and is supported by the participating members, UNEP, UNDP, the GEF and several regional agencies. The LBS Protocol of the Cartagena Convention (administered by the Caribbean Environment Programme – CEP UNEP/RCU) requires that Parties use integrated approaches in developing national programmes and effective measures to prevent, reduce and control marine pollution from land-based sources and activities. This project will provide funding for the implementation of the recommended actions at the national and regional level. The project is co-implemented with UNDP who have oversight responsibility for Component 1, Demonstrations.

Responsibilities

General Under the general direction of the Coordinator of UNEP-CAR/RCU, the Regional Project Coordinator (RPC) will lead an innovative team and manage the day-to-day implementation of the workplan and budget of the Project based on the UNEP and UNDP Project Documents deposited with the GEF for the Project “Integrating Watershed and Coastal Areas Management Project (IWCAM)”. The RPC will head a multidisciplinary team of professionals and consultants working at the PCU and in the participating countries on the different components of the IWCAM Project. *Inter alia*, the RPC is responsible for the implementation of the workplan in respect of the allocated budget and timetable by the following:

- Day to day technical inputs into various project planning and implementation processes;
- Coordinating and facilitating the work of the bodies created under the IWCAM Project;
- Directly supervising the day to day work of the PCU through a team consisting of Professional, Technical and Administrative staff
- Organising and supervising the reporting activities to the Implementing Agencies (UNEP, UNDP) and the GEF and to the Project Steering Committee and ensuring adherence to the Implementing Agencies’ Administrative, Financial and Technical Reporting requirements;
- Coordinating the execution of the nine demonstration projects and supervising the collection and analysis of lessons learnt and best practices
- Directing the monitoring and evaluation processes including the regional and demonstration components, and the design of the replication strategy to be developed from the demonstration projects;

- Overseeing the development of information management tools to ensure evaluation, monitoring and replication activities;
- Managing the PCU teams review and selection of policies for integrated management and developing instrument to facilitate their application;
- Overseeing and directing the organisation and execution of the programme of extension, training and communication activities including workshops, training sessions, conferences and other meetings required by the workplan;
- Liaising, consulting with and networking with appropriate and relevant national and regional partner agencies and
- Promoting actively the IWCAM and UNEP principles and the project components in all relevant media and fora.

Administrative

The RPC manages the PCU and the various project components. Following UN rules, he/she approves administrative and financial reports, external communications and travel requests, as well as the acquisition of equipments. Specifically the RPC:

- Develops the agenda for the SC meetings, prepares all technical background documentation in consultation with others partners; Act as a secretary for the SC meetings;
- Coordinates the communications to and from the different bodies created under the IWCAM Project and coordinates the organisations of their meetings, notably for the Regional Project Steering Committee, the National Intersectoral Committees, Implementing Agency/Executing Agency Management Group, Regional Technical Advisory Group;
- In consultation with the co-Executing Agencies Representatives, the RPC shall supervise the hiring of staff (professionals, technical, admin and support) and [for the process of selecting experts and consultants] and
- Following UN rules, the RPC manages the Finances and is responsible for approving all administrative and financial reports, external communications and travel requests, as well as the acquisition of equipment, goods and services.

Qualifications

Education: Post Graduate Degree in environmental management, environmental sciences, natural resources management, or related field.

Work Experience: At least 10 years experience working on watershed and/or coastal zone management issues at national and international levels and demonstrated understanding of sustainable development, including financial and institutional sustainability. Experience in promoting sustainability and environmental awareness to diverse audiences including opinion and decision makers. Track record in implementing change. A good knowledge of the Caribbean context and in particular of the Small Island Developing States specificities is a strong asset. Experience in implementing UN or GEF funded projects an asset.

Languages: English and Spanish are the working languages of the participating countries. For the post advertised fluency in oral and written English is a requirement. Professional knowledge of Spanish language an advantage.

Geographical distribution: Preferences will be given to the nationals of the members states of the Cartagena Convention, Caribbean Environment Programme and of the Caribbean Community (CARICOM/CEHI)

Other Skills: Proven leadership skills and ability to facilitate the work of multidisciplinary teams, manage change and coordinate various decision bodies of large scale project is essential. Effective oral and written presentation skills. Experience in administration for budget and human resources management required. Good professional knowledge of main office computer applications desired.

Deadline for applications: 4 April 2005.

Interested applicants should send their detailed CV and P-11 form (Original P-11 forms are available at any UN/UNDP/UNICEF regional office) to gefinfo@unep.org or by fax to 254-20-624041 or 42.