



Vacancy Announcement – National Project Manager (SNPAS Project)

The Swaziland National Trust Commission (SNTC) has received a Project Preparation Grant from the Global Environment Facility (GEF) that will be used to prepare a Full Sized Project entitled, “Strengthening the National Protected Areas System of Swaziland”. The project aims at improving the management of existing Protected Areas (PA) in addressing threats, while expanding the estate to incorporate protection worthy areas that, would have progressively be degraded as development pressures mount. The objective of service of the National Project Manager (NPM) is to effectively coordinate and facilitate the implementation the Strengthening the National Protected Areas System of Swaziland project. The NPM will facilitate the overall daily operations of the project to ensure project outputs are achieved.

Summary of major duties and responsibilities:

The National Project Manager (NPM) will be working under the full guidance of the SNTC Chief Executive Officer and the Project Board (PB).

- Facilitating the day-to-day functioning of the project staff and provide supervision for the Project Managers
- Lead, coordinate and facilitate the production of project outputs, as per the project document in a timely and quality fashion;
- Mobilise all project inputs in accordance with UNDP procedures for nationally executed projects;
- Supervise and coordinate the work of all project staff, consultants and sub-contractors ensuring timing and quality of outputs;
- Coordinate the recruitment and selection of project personnel, consultants and sub-contracts;
- Prepare and revise project work and financial plans, as required by the Project Board (PB) and the Project Steering Committee (PSC);
- Liaise with relevant project stakeholders: government agencies, and all project partners, including donor organisations and NGOs for effective coordination of all project activities;
- Facilitate administrative backstopping to subcontractors and training activities supported by the Project;
- Oversee and ensure timely submission of the Inception Report, Combined Project Implementation Review/Annual Project Report (PIR/APR), Technical reports, quarterly financial reports, and other reports as may be required by UNDP, GEF and other oversight agencies;
- Disseminate project reports and respond to queries from concerned stakeholders;
- Report progress of project to the PB, and ensure the fulfilment of PB directives.
- Document the exchange and sharing of experiences and lessons learned with relevant community based integrated conservation and development projects nationally and internationally;
- Ensures the timely and effective implementation of all components of the Project;
- Coordinate and assist scientific institutions with the initiation and implementation of all field studies and monitoring components of the Project
- Carry regular, announced and unannounced inspections of all sites and the activities of the project site management units.

Minimum Recruitment Qualifications

- Advance University Degree (preferably MSc or PhD) in a subject related to Natural Resource Management, Environmental Sciences, Development Studies or related discipline;
- At least 10 years of experience in natural resource management (preferably in the context of PA planning and management);
- At least 5 years of demonstrable project/programme management experience;
- Working experience with ministries, national or provincial institutions concerned with natural resource management and environmental protection is a plus, but not a requirement
- Strong computer skills, in particular mastery of all applications of the MS Office package and internet search;
- Excellent command of English.

Core Competencies

- Management ability for a team to produce quality outputs in a timely manner.
- Demonstrated expertise in programme/project management for results for a large, multi-stakeholder project.
- Ability to administer budgets, train and work effectively with counterpart staff at all levels and with all groups involved in the project;
- Exceptional presentation, reporting and facilitation skills to affect consensus building among the stakeholders at various levels.
- Negotiation, organization, coordination, skills to influence a win-win position to facilitate achievement of results.
- Strong knowledge about the political and socio-economic context related to the CFS Master Plan, protected area system, biodiversity conservation at national and state levels;
- Ability to communicate effectively complex, technical information to the audiences at various levels.

Remuneration

The post is on a Service Contract (SC) – SB4 level for initial 1-year renewable based on performance.

All candidates are requested to send their applications online on the below address:

https://jobs.partneragencies.net/erecruitjobs.html?JobOpeningId=12140&hrs_jo_pst_seq=1&hrs_site_id=2

Kindly note that applications received through email or hard copy will **not** be considered.

Candidates should apply **on or** before **6th October September 2017**. *Qualified women candidates are encouraged to apply.*