

National Project Manager

Terms of Reference

Objective and Purpose of the Assignment

The Government of the Republic of Vanuatu (GOV) has established a Project Management Unit to manage its Major Project Implementation Programs and Project Activities known as the Vanuatu Project Management Unit (VPMU). The entity is established within the Prime Minister's Portfolio as the Executing Agency for the Government of Vanuatu to provide an oversight on major project implementation aimed at facilitating poverty reduction through economic growth. VPMU oversees the implementation of major projects and is seeking expressions of interest from motivated, qualified and experienced individuals who are citizens of Vanuatu for the role of a Project Manager.

Scope of Work

Provision of effective and efficient project management and oversight of projects and contracts administered by VPMU.

Detailed Tasks and/or Expected Output

Specific tasks of the Project Manager will include:

- (i). Administer consultancy contracts and conduct general contract oversight to ensure consultant and contractor compliance with specifications and terms of reference.
- (ii). Assist VPMU to manage consultants engaged for project design, supervision and capacity development. Monitor consultant performance and provide early warning to Director VPMU on potential deviations to consultant work plans and agreed scope of works.
- (iii). Ensure all project contractors and consultants comply with the laws of Vanuatu and the safeguard policies of donor agencies financing projects managed by VPMU including: (i) Australian Aid's Child Protection Policy (2009); (ii) other relevant Australian Aid policies on cross cutting issues; (iii) ADB's Safeguard Policy Statement; and (iv) ADB's Anticorruption Policy.
- (iv). Provide impartial technical and contractual advice to the VPMU where the VPMU has to take action under any of the consultancy, works, goods, and plant contracts of the project.
- (v). Participate in all technical meetings with the design, procurement, and supervision consultant; and all progress meetings with the works, goods, and plant contractors.
- (vi). Assist VPMU to identify, source and procure any additional specialist services required for effective project implementation.
- (vii). Assist in the preparation of all project reports.
- (viii). Provide other services to the VPMU as necessary required for the delivery of projects and for the development and implementation of urban infrastructure policies.

(ix). Provide assistance and technical support to the fragile and conflict-affected situations (FCAS) team in reviewing and exercising quality control of materials and knowledge products on FCAS.

Minimum Qualification Requirements

The successful applicant will have the following skills, experience and qualification:

(i) A Bachelor Degree or higher qualification will be an advantage; majoring in either Civil Engineering, Architectural Engineering, Project Management and or at least 5 years experience in senior management level.

(ii) Knowledge of strategic management with project management skills to lead and manage diverse team of specialist, operational and auxiliary level staff.

(iii) Excellent interpersonal communications skills, high command of oral and written communications, report writing, public relations skills and cultural sensitivity standards.

(iv) Be highly computer literate with MS Microsoft application skills, email and internet knowledge with good appreciation of Information and Communication Technologies (ICT)

(v) Have a sound understanding and knowledge of Public Finance management systems and control.

(vi) Be fluent in English and or French language

(vii) Be of good character with a clean police clearance record and of good standing within Vanuatu society.

Minimum General Experience **10** Years

Minimum Specific Experience (relevant to assignment): **7** Years

Country Experience: **Required**

Deliverables	Type	Submission Date
Monthly Activity Report No. 1	Report	31-Jul-16
Monthly Activity Report No. 2	Report	31-Aug-16
Monthly Activity Report No. 3	Report	30-Sep-16
Monthly Activity Report No. 4	Report	31-Oct-16
Monthly Activity Report No. 5	Report	30-Nov-16
Monthly Activity Report No. 6	Report	31-Dec-16
Monthly Activity Report No. 7	Report	31-Jan-17
Monthly Activity Report No. 8	Report	28-Feb-17
Monthly Activity Report No. 9	Report	31-Mar-17
Monthly Activity Report No. 10	Report	30-Apr-17
Monthly Activity Report No. 11	Report	31-May-17
Monthly Activity Report No. 12	Report	30-Jun-17
Monthly Activity Report No. 13	Report	31-Jul-17
Monthly Activity Report No. 14	Report	31-Aug-17
Monthly Activity Report No. 15	Report	30-Sep-17
Monthly Activity Report No. 16	Report	31-Oct-17
Monthly Activity Report No. 17	Report	30-Nov-17
Monthly Activity Report No. 18	Report	31-Dec-17

Monthly Activity Report No. 19	Report	31-Jan-18
Monthly Activity Report No. 20	Report	28-Feb-18
Monthly Activity Report No. 21	Report	31-Mar-18

Schedule and Places of Assignment			
City and Country	Working Days	Estimated Start Date	Estimated End Date
Port Vila, Vanuatu	448	11 July 2016	31 March 2018
Total	448	Continuous; Max. Working Days/Week: 5	