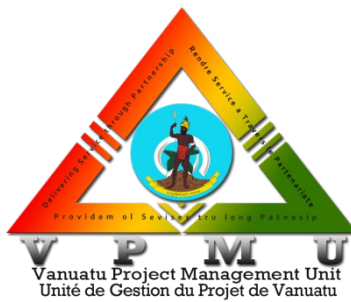


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***Delivering Services through Partnership | Rendre
Service a Travers le Partenariat***

Request for Expression of Interest

REOI VPMU 001/05/16 Recruitment of Project Management and Program Co-ordination
Advisor

VPMU is seeking a qualified Project Management and Program Co-ordination Advisor (the “Advisor”) to assist the government through VPMU and provide management advice to develop, plan, manage, coordinate, and implement externally funded projects under the jurisdiction of VPMU.

In general terms the advisor will be required to:

- a. Provide direct project management for the implementation of PVUDP, VTIP, VEAP, and VAIP projects (assisted by national project managers) and provide assistance to the national project managers for the implementation of the VISSP and PVLIMWDP projects.
- b. Provide project management advice to the government on its obligations in relation to project financing agreements to facilitate compliance with country systems and covenants and assurances in the project financing agreements.
- c. Provide project management advice to the VPMU, MIPU, and other government agencies to facilitate compliance with country systems and development partner guidelines, procedures, and requirements, including procurement and project monitoring and reporting.
- d. Assist VPMU to manage its design, procurement, supervision, safeguards, and capacity development consultants, targeting on-time and on-budget delivery of services by the consultants.
- e. Provide impartial technical and general project management contractual advice to the VPMU where the VPMU has to take action under any consultancy, works, goods, or plant contracts managed by VPMU.
- f. Participate in all project technical meetings with project and TA consultants; and all project progress and construction progress meetings with the works, goods, and plant contractors and coordinate the timely delivery of progress reports from VPMU, consultants and contractors to the Steering Committee and development partners.

- g. Co-ordinate and inform all development partners on the progress and status of all VPMU managed projects, ensuring a continuous, smooth and seamless interface between the projects being managed through VPMU.
- h. Provide project management and program coordination advice to VPMU to ensure all project contractors and consultants comply with the laws of Vanuatu and the policies of the development partners who finance projects managed by VPMU including: (i) child protection;

(ii) safeguards; (iii) anticorruption and good governance; and (iv) other relevant development partner policies on cross cutting issues.
- i. Coordinate and assist in the preparation of all project reports to be submitted by the VPMU/government to their development partners.
- j. Coordinate with and manage all international and national advisors inputs and outputs associated with VPMU across the various projects, targeting on-time and on-budget delivery of services by the advisors.
- k. Assist VPMU to identify, source and procure any additional specialist services required to prepare for or support effective individual project implementation and overall program implementation.
- l. Provide overall program coordination services to the VPMU as necessary to deliver the overall infrastructure program and as required by the Director of VPMU including contributing to government on policy development related to program delivery.

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

- m. 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.
- n. Knowledge of strategic management with project management skills to lead and manage diverse team of specialist, operational and auxiliary level staff.
- o. Excellent interpersonal communications skills, high command of oral and written communications, report writing, public relations skills and cultural sensitivity standards.
- p. Be highly computer literate with MS Microsoft application skills, email and internet knowledge with good appreciation of Information and Communication Technologies (ICT)
- q. Have a sound understanding and knowledge of Public Finance management systems and control.
- r. Be fluent in English and or French language

- s. Be of good character with a clean police clearance record and of good standing within Vanuatu Pacific Island States, or developing countries society.

Minimum General Experience 10 Years

Minimum Specific Experience (relevant to assignment): 7 Years

Regional/Country Experience: Required

VPMU estimates that the above tasks a)-l) will require a full time commitment. Hence these tasks will require about 11 person-months during the anticipated work period of around August 2016 (or when the contract is signed) through August, 2017 with possible extension.

There is no restriction on the nationality, citizenship or current residence of the candidate. Interested applicants should fill in the Request for Expression on Interest (REOI) – Documents will include all REOI requirements and response forms and copy of the full Terms of Reference can be downloaded from:

<http://vpmu.gov.vu/index.php/procurements>

Responses for EOI can be emailed to *the Acting Secretary, Central Tenders Board, Mr Yannick Hughes* on yhughes@vanuatu.gov.vu by latest **Wednesday 20 June 2016 (11:00 local Port Vila time [GMT +11])** and hard copy can be dropped or to be send by post to *the Acting Secretary, Central Tenders Board, Ministry of Finance & Economic Management, SIP Building, PMB 9058, Port Vila* in sealed envelope and be clearly marked **“REOI Ref: VPMU 001/05/16 Recruitment of Project Management and Program Co-ordination Advisor”**

For clarifications of the content of this Request for Expression of Interest, and any further information contact:

Mr Johnson Wabaiat or Mrs Anna Salwai – VPMU, PMO

Contact: +678 7740198 or jwabaiat@vanuatu.gov.vu and asalwai@vanuatu.gov.vu