

## **Call for applications for Project Manager**

### **Background**

The Network of Associations of Local Authorities of South East Europe (NALAS) was established in 2001 under the auspices of the Stability Pact and the Council of Europe. Today, it gathers 16 national or regional local government associations who represent about 9000 local governments directly elected by around 80 million people. NALAS promotes the process of decentralization and international organizations, considering local self-government as a key issue in the current process of transition affecting the various countries in South-East Europe. NALAS builds partnerships in order to contribute to the reconciliation and stabilization process in the region and henceforth contributes to the process of the European integration of the whole region.

In its strategic frame 2013 – 2017, NALAS builds on the current achievements and makes a step forward in improving access to knowledge through E-learning, scaling up and other mechanisms. The new Strategy has also sharpened the focus on European affairs, promotion of European values and strengthening the participation of local governments in EU integration process.

NALAS initiates and carries out regional initiatives for its members and helps the associations to become viable representatives of local authorities vis-a-vis central government. NALAS aims to provide services to local governments for the benefit of the citizens in the region and aims to develop itself as the knowledge centre for local government development in South-East Europe. NALAS expands its scope and operational activity through its Secretariat based in Skopje which facilitate thematic Task Forces on Association Development, Energy Efficiency, Fiscal Decentralization, Solid Waste and Water Management, Urban Planning, and Sustainable Tourism.

Based on the identified needs, the task force members and NALAS Secretariat, in close cooperation with the international partners developed and implement several regional initiatives related to water supply and waste water treatment. The initiatives are focused on improvement of the management, leadership and cooperation capacity of the municipalities and municipal public utilities with a particular emphasis on the improvement of municipal services and the subsequent capacity to absorb dedicated international funds. In that regard, strong capacity development component that includes establishment of regional training delivery scheme compatible to the training schemes of the Local Government Associations, will be implemented. One more initiative is oriented towards asset management for water and sanitation sector in South-East Europe, while development of framework for assessment of the territorial attractiveness and quality of the territories is a focus of additional NALAS initiative.

In its effort to develop and maintain high level of delivered services to its members, NALAS seeks a highly motivated individual with a broad scope of expertise and experience in project management who will contribute to the implementation of the NALAS initiatives in various fields and funded by diverse set of donors.

## **Organizational Context**

Upon appointment, the Project Manager (PM) will work at NALAS Secretariat in Skopje, as part of its team. Under the guidance of the relevant Program Officer, the PM will be responsible for the overall management and implementation of the project/s she/he is assigned for. She/he may be required to contribute to other NALAS core activities related to the functioning of the respective Task Force, Knowledge Management System or NEXPO.

The day-to-day supervision and mentoring will be exercised by NALAS Executive Director with input from NALAS Program Officers, Knowledge and Communications Manager and Financial Manager.

### **1. Duties and Responsibilities**

#### **Project Management**

The Project Manager's prime responsibility is to ensure that the project produces the required products within the specified tolerance of time, cost, quality, scope, risk and objectives. The PM is also responsible for the project producing a result capable of achieving the objectives defined in the Project Documents.

The key duties and responsibilities include:

- Implement and manage project activities within the scope of relevant project and as stated in the relevant Project Document, which includes preparing working plans, procurement plans, managing a budget and monitoring expenditures under the overall supervision of the Program Officer.
- Ensure proper operational, financial and administrative management in the project, in accordance with the Project Document and the agreement signed between NALAS and the donor of the project;
- Prepare and submit regular progress reports as required in the Project Document;
- Liaison with the beneficiary local government associations (LGA) in the scope of the project;
- Ensure the implementation of project activities throughout beneficiary LGAs;
- Provide first-line trouble shooting for the involved LGAs and experts;
- Ensure proper monitoring and evaluation procedures are instituted in all project activities, including site monitoring visits as necessary;
- Ensure that project objectives and activities are well coordinated with plans and activities of NALAS;
- Prepare Terms of Reference for consultants and contractors. Oversee the work of thematic experts and other consultants and contractors;
- Manage the information flows between the directing and delivering levels of the project.
- Manage the production of the project products taking responsibility for overall progress and use of resources and initiating corrective action where necessary;
- Make sure that NALAS and donors' visibility and publicity requirements are thoroughly followed;
- Advise NALAS Executive Director and relevant Program Officer of any deviations of the Project Plan;
- Report to the Program Officer and Executive Director;

## **2. Competencies.**

Key competencies include:

### **Corporate Competences:**

- Demonstrates commitment and promotes vision, mission, strategic goals and values of NALAS.
- Displays cultural, gender, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favoritism.
- Be apolitical.

### **Functional Competences:**

#### Leadership and Self-Management:

- Focuses on result for the client and responds positively to feedback;
- Consistently approaches work with energy and positive, constructive attitude;
- Remains calm, in control even under pressure;
- Demonstrates openness to change and ability to manage complexities;
- Sense of initiative and willingness to embrace additional responsibilities in team work;
- Builds strong relationships with counterparts and local stakeholders.
- Demonstrated ability to work in an independent manner; ability to organize work efficiently and deal with a heavy workload.

#### Communication

- Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately;
- Asks questions to clarify, and exhibits interest in having two-way communication;
- Tailors language, tone, style and format to match the audience;
- Strong facilitation skills and ability for preparation and conducting presentations.
- Demonstrates openness in sharing information and keeping people informed.

#### Knowledge Management

- Good networking and inter-personal/social skills;
- Promotes a knowledge sharing and learning culture in the office;
- Actively works towards continuing personal learning and development.

## **3. Required Skills and Experience**

### **Education:**

- University Degree (Master Degree will be considered as an asset) in one of the following fields: public administration, economics, engineering or related fields.
- Any additional qualification in solid waste and water management, capacity building in local government, development studies or management will be an advantage.

### **Experience:**

- Preferable 5 years of project management and relevant experience in local governance, preferably in local government associations in SEE.
- Substantive project management skills and knowledge of donor policies and funding modalities;

- At least 3 projects managed in the area of local government capacity development and/or solid waste and water management, or other relevant fields of local government.
- Proven experience in coordinating and monitoring projects.
- Possesses substantive understanding of achievements and challenges inherent to decentralized governance in SEE.
- Knowledge in use of computer and office software packages (word-processing, excel, power point, databases and the internet);

**Language requirements:**

- Fluency in spoken and written English;
- Good knowledge of the NALAS countries' languages is an advantage.

**Other:**

- Willingness to travel within the countries of SEE region.

The **contract is for 21 months** (with a possibility of extension). The first 6 months will be a probation period.

**4. Application Process**

The interested candidates is required to send the following documents in English:

- Cover letter that clearly states motivation and qualifications for the position and
- CV.

Applications will be accepted by e-mail at [info@nalas.eu](mailto:info@nalas.eu)

The deadline for submission is 17:00, Sunday, 23 March 2014.

Only candidates who meet the minimum requirements will be eligible to be short-listed.

**NALAS is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**

For more information please contact NALAS web-site: <http://www.nalas.eu/>