



Please note that this vacancy is not a UNDP office position. This is a NIM project jointly implemented by UNDP and Department of Environment.

Conservation of Iranian Wetlands Project (CIWP)

Vacancy for National Project Manager

BACKGROUND

The Conservation of Iranian Wetlands Project (CIWP) as a joint initiative of Department of Environment (DOE) and UNDP has championed the introduction of innovative ecosystem-based approaches for the conservation and management of Iranian wetlands, for the benefit of the communities and biodiversity that depend on these remarkable ecosystems. However, these wetlands continue to be seriously threatened by the combined impacts of upstream water infra-structure developments, non-sustainable agricultural practices and climate change. These impacts have severe consequences for wetland-dependent communities and biodiversity, and have reached a critical situation for some wetlands. Recent environmental crises in Iran have brought the conservation of wetland ecosystems to the highest attention of project stakeholders because of the consequences for human security. The CIWP formulated a strategy for period 2015-2019 that focused on providing evidence-based policy arguments and practical solutions to support wiser decision-making in favor of wetlands. The overall goal of this strategy is that the condition of Iranian wetlands is improved in terms of biodiversity and livelihoods of inhabitants around wetland ecosystems. Its specific objective is that the contribution of wetlands to sustainable development is valued, and their restoration and conservation are guaranteed. Shortly before this fresh start, and with the financial contribution from the Government of Japan, a new component for “Modelling Local Community Participation in Restoration of Lake Urmia through Establishment of Sustainable Agriculture and Biodiversity Conservation” was added to CIWP in 2014 and continued till 2020 in seven phases.

In 2020, based on a new 5-year document, Phase III of the Conservation of Iranian Wetlands Project (CIWP) started. This phase was built on the successes of the previous phases of the project since 2005 during which the ecosystem-based management approach was introduced and partly implemented for several wetlands. Valuable achievements of the project during previous phases include preparation of Integrated Management Plans for wetlands and establishment of the implementation structures, strengthening the wetland related legislations, laws and capacities at national level, awareness raising of the stakeholders and the public on the values of the wetlands.

The strategic components selected for the implementation of the project for sustaining the conservation of the wetlands and livelihood of the surrounding population are: 1) Iran's wetlands are better managed through mainstreaming the ecosystem approach and applying effective tools; 2) The management of land, water and biodiversity in wetland basins is sustainable and adapted to climate change, enhancing local community livelihoods and wellbeing; and 3) Iran's wetlands are in better condition due to increased public awareness and participation, enhanced collaboration, knowledge and sharing of innovative national and international technologies and practices.



Objective

The National Project Manager (NPM) reports to the National Project Director (NPD) who is the Deputy of Marine Environment and Wetlands of Department of Environment (DoE), and will be responsible for the overall project management as head of the Project Central Office (PCO). The NPM will ensure smooth implementation of the project under supervision of NPD and in accordance with the project document, UNDP and donor procedures. He/she shall liaise directly with designated officials of the Project Steering Committee (PSC), Senior International Project Advisor, project international consultants, existing and potential project donors, and others as deemed appropriate and necessary by the PSC or by the NPM him/herself.

He/she shall be responsible for coordinating and overseeing the preparation and delivery of all substantive, managerial and financial reports from and on behalf of the project. He/she will supervise all project staff in the PCO (and possible Site Offices) as well as the project budget. The NPM will prepare an annual work plan on the basis of the project document, under the general supervision of the PSC and in close consultation and coordination with the NPD, SIPA, and UNDP which will be consulted and approved by the PSC.

Overall Duties

The NPM will have the following responsibilities:

1. Ensure smooth implementation, as well as strategic development, of the project under supervision of NPD in accordance with the annual work plans and in the framework of the Project Document and UNDP's procedures.
2. Oversee legal selection process and management of all contracts.
3. Lead establishment of project Health Safety & Environment policy and sound implementation of it.
4. Select and supervise all project staff in the PCO and Site Offices. Certify attendance sheets, and oversee the establishment and operation of project personnel performance reviews.
5. Ensure strategic management of the project budget, particularly securing the allocation of existing and new co-financing.
6. Work closely with the Project team, DoE and UNDP to mobilize new resources for the project.
7. Coordinate, monitor and be responsible to the PSC for implementation of the annual work plans.
8. Ensure consistency and integration among the various program elements and related activities provided or funded by various sources (Government and UNDP, bilateral donors).
9. Work with SIPA and UNDP to prepare Terms of Reference and manage the recruitment of consultants and contractors.
10. Foster and establish links with other relevant programs and projects, where appropriate, with other relevant regional programs.
11. Provide input to project activities where appropriate.
12. Be an ex-officio member of the PSC and be responsible for the preparation, organization, and follow-up necessary for the effective conduct of PSC business.
13. Submit regular 6-monthly reports of relevant project progress and problems to the PSC.
14. Organize round-table discussions on project successes and failures, as per the annual work plans.
15. Encourage an atmosphere of adaptive management in the project office, where people focus on meaningful results "on the ground", rather than simply the spending of funds or production of reports.
16. Oversee an effective ongoing project monitoring program and development of a process whereby the project assesses best practices as it gains experience.
17. Co-operate with UNDP to ensure that specified project tasks are outsourced to suitable consultants and/or organizations.
18. Directly oversee and supervise communications and networking activities as well as public participation.



Specific roles related to implementation of project activities:

A key role of the NPM, and of the PCO as a whole, will be to supervise and co-ordinate the inputs of various national and international consultants. However, it will not be possible to rely on short-term consultants to undertake all substantive project activities. It will therefore be essential for the NPM, DNPM and Site Coordinators, as full-time technical staff, to have strong technical backgrounds and to utilize these backgrounds in contributing actively to project outputs.

Qualifications

- Graduate degree in Environmental Management, Environment strategic planning, Land and Water Management, biodiversity conservation, or other related field (e.g., natural resource management, natural resource economics, hydrology, etc.);
- At least 7 years of extensive experience in fields related to the assignment;
- At least 5 years experience as a project manager.
- Excellent inter-personal, communication, networking and negotiating skills;
- Familiarity with the Multilateral Environmental Agreements and procedures of international organizations strongly preferred, in particular those of the GEF, GCF, AF and its partners (UNDP, the World Bank, major NGOs, and potential additional donors);
- Excellent English-language speaking and writing skills;
- Previous work experience in the region/country on Wetlands and ecosystem management is an asset;
- ability and willingness to travel, and;
- Demonstrated skills in office computer use - word processing, spread sheets and databases.

Timing, duration and duty stations

The NPM will be given a 3-month trial contract which will be extended upon the satisfaction of both sides. S/he will be based at the project office in Tehran with periodic visits to the project sites. NPM contract will be subject to annual extension based on satisfactory results of performance review and availability of budget.

Interested applicants should send their application together with their Curriculum Vitae to:

CIWP office, Deputy of Marine Environment and Wetlands, Department of Environment, Pardisan Eco-Park, Hakim Highway, Tehran, Iran

Or by e-mail to:

ciwp.vacancy@gmail.com Or by Fax

to: +98(21)88241658

Closing Date: 10. Jan .2021



Please take note that the vacancy notice title (National Project Manager) must be referred to in your email subject.

Ahmadreza Lahijanzade
Deputy of Marine Environment and
National project director