

POSITION DESCRIPTION

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| Job Title: | Project Manager, EU-FSM Sustainable Energy and Accompanying Measures for the Federated States of Micronesia (EU-FSM SEAM Project) |
| Work Unit: | Micronesia Regional Office (MRO) |
| Responsible To: | Director, Micronesia Regional Office (MRO) |
| Number of direct reports / total head count: | Up to 10 direct reports |
| Job Purpose: | The Project Manager EU-FSM SEAM Project will primarily be responsible for the overall project management and delivery of the European Union (EU) Sustainable Energy and Accompanying Measures Project for the FSM under thematic Area 2. This includes project management, procurement, team coordination, performance and reporting, risk management and the provision of high-level advice to the FSM national government, the semi-autonomous states of Chuuk, Kosrae, Pohnpei and Yap, state power utilities and other partners. In doing so the Project Manager will lead project team members and and work closely with selected SPC technical division staff, regional, national and local development partners and FSM national, state, and municipal counterparts. A significant amount of the work is focused on Chuuk, working closely with the Chuuk Power Utility Corporation (CPUC). Strategic leadership and relationship development are critical to this role. This position is based in Pohnpei, FSM. |
| Date: | April 2020 |

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| VISION |

“All CROP (Council of Regional Organisations in the Pacific) agencies of which SPC is included contribute to achieving the vision embodied in the Framework for Pacific Regionalism of a region of peace, stability, economic growth, good governance and sustainable development. SPC is committed to these values and to working in partnership with national, regional and international oganisations and development partners to serve its members.”

SPC’s mission is to work for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures.

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| BACKGROUND |

GEOSCIENCE, ENERGY AND MARITME DIVISION

The **Geoscience, Energy and Maritime (GEM) Division** encompasses the following areas of Scientific Excellence: Georesources and Energy, Disaster and Community Resilience, and Oceans and Maritime, and is based in Suva, Fiji. The Georesources and Energy Programme will collaborate with and provide support to the Micronesian Regional Office in the implementation of project activities. The details of this collaboration will be captured in an internal GEM-MRO project management agreement.

MICRONESIA REGIONAL OFFICE

**The Pacific Community Strategic Plan 2016-2020 emphasises the importance of SPC strengthening engagement and collaboration with members and partners. The MRO provides an important presence for SPC in the North Pacific to build SPC’s understanding of its Micronesian members’ priorities, values, cultures and context and to ensure meaningful engagement and impact. The office currently has responsibility for engagement with the Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, Guam, Marshall Islands and Palau. The MRO is located in the state of Pohnpei, FSM.**

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| Organisation Context: |

The overall supervision of the project will be the responsibility of the Director of the Micronesia Regional Office with indirect reporting to the Director for Geoscience, Energy and Maritime Division of SPC in coordination with the Georesources and Energy Programme (GEP) which sits under GEM.

The EU-FSM SEAM project overall objective is to enable the FSM population to utilize affordable, reliable and environmentally sound energy services and benefit from transparent and efficient management of public funds. The activities targeted to be captured under the EU-FSM SEAM project will assist FSM to reduce its GHG emission, contribute to achieving its national endorsed commitments, and also increase energy security at the national and state level in a sustainable manner through a people-centered approach.

**Capacity, Training and Data**

Team Leader

**Pacific Centre for Renewable Energy and Energy Efficiency**

Manager

**Admin / Finance**

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The project has four thematic areas which involve separate partnerships with the EU, the World Bank (WB), the FSM National government, SPC and Micronesia Conservation Trust (MCT). The thematic area under SPC’s purview is Thematic Area 2, which has a focus to increase access to renewable electricity and support private sector investment in energy efficiency and renewable energy. The key outputs of Thematic Area 2 for SPC’s work focus include:

* Output 0: Supportive instruments to project management
* Output 1: Policy, institutional and legislative structures are reviewed
* Output 2: Capacity building in energy planning and management, and monitoring and evaluation
* Output 3: IPPs and jointly funded grid-connected renewable energy and energy efficiency projects
* Output 4: Renewable energy systems and technologies are promoted especially in remote communities and among youth and women

The project will be delivered by a team of skilled professional specialists from SPC, in collaboration with

FSM National and State government partners, regional and local partners.

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| Key Result Areas |

The position of Project Manager for the EU-FSM SEAMproject encompasses the following major functions or Key Result Areas (KRAs):

1. Overall management and delivery of the EU-FSM SEAM project
2. Provision of high level technical advice and efficient project implemention for project beneficiaries, partners and SPC on the implementation of the EU-FSM SEAM project
3. Strengthening cooperation and coordination on energy efficiency and renewable energy including the coordination of steering committee meetings and other meetings

*The requirements in the above Key Result Areas are broadly identified below.*

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| Jobholder is accountable for | Jobholder is successful when |
| **KRA 1: Overall management and delivery of the EU-FSM SEAMproject** | |
| Strategic leadership of the project at all levels, and development of close, strong working relationships with key stakeholder organisations, donors including FSM National government, FSM state governments, local partners and municipalities, and partner organizations particularly EU, SPC, other CROP agencies:   * Design detailed activity components and costing to the contribution agreement * Preparation of overall and annual project work plans, procurement plan, gender integration plans, communication plans, risk strategies, exit and closure strategies * Overall responsibility for monitoring and evaluation of project’s implementation, including design of M&E plan, implementation of evaluation recommendations, best practices and lessons learned; this to be alongside the project’s log frame * Establishment, staffing, and supervision of the Project Management Team (SPC staff and national and state coordinators) and project implementation arrangements; and of arrangements for short term technical assistance * Coordination and management of all funded services, supplies and equipment in accordance with procurement requirements of the SPC, donor and project beneficiaries * Day-to-day management, implementation and coordination of all project activities; and ensuring project objectives are realised in accordance with the EU contribution agreement and the operational policies and procedures of SPC, and project beneficiaries * Preparation and timely submission of progress and annual reports and work plans for the EU and government * Development and presentation of reports and briefings to senior government officials, SPC management, and donor representatives * Overall responsibility for project management | * Project implementation arrangements are firmly in place in accordance with the EU, SPC and beneficiary country procedures * The project is implemented according to the EU agreement, budget, costed work plan and the operational policies and procedures of SPC and project beneficiaries * Progress reports, costed work plans and audit reports received within set timelines and donor requirements * Recommendations from reviews where agreed are effectively implemented * Procurement of necessary services, supplies and equipment is carried out in accordance with SPC, donor and project beneficiaries’ procurement procedures * Staff individual work plans and PDS are completed on time * Terms of Reference are developed, contracts in place and consultants are remunerated based on performance and deliverables * Networks are fostered and established between key stakeholders, individuals and projects involved in project implementation * Implementation strategies effectively delivered including but not limited to monitoring and evaluation, gender integration, communications, risk and exit * Briefings and reports are provided to relevant senior government officials and donor representatives when required |
| **KRA 2:**  **Provision of high level technical advice and efficient project implemention for project beneficiaries, partners and SPC on the implementation of the EU-FSM SEAM project** | |
| Increasing awareness, knowledge and skills of  participating governments, partners and donors to enable the FSM population to utilize affordable, reliable and environmentally sound energy services  through:   * Provision of high level technical and administrative advice to the funding partner on the design of specific components of the project * Provision of specific technical advice to the FSM and the States on proposed SEAM project activities based on experience gained in other SPC projects including EU North Rep as well as those of other development partners * Oversight of the technical quality and sound advice for all project outputs * Collaboration with development partners throughout the project and development of specific partnerships to jointly implement aspects of the project where mutually beneficial * Facilitating consultations with countries to use national strategies to identify prioritised activities to be delivered through the EU-FSM SEAM project * Identifying human capacity and policy gaps and implementing prioritised capacity building activities depending on national and state level requirements and priorities * Implementing selected on the ground measures improve access to sustainable energy per EU-SPC Contribution Agreement * Facilitating access to expertise and knowledge sharing and capacity building for the promotion of south-south cooperation * Active engagement and project leadership to support FSM’s Energy Master Plan through resource mobilisation efforts, technical assistance and advice * Identifying and sharing lessons learned | * Detailed project documents and work plans based on sound advice and experience * Signed MOUs, agreements, joint activities and common project documents are agreed upon * Priority actions are identified in a participatory and consultative manner * Partnerships developed to implement key aspects of the EU-FSM SEAMproject in a mutually beneficial manner * National and State level capacities in the energy sector are enabled enhanced and strengthened through prioritised trainings ensuring gender and social dimensions are addressed * All project outputs of a high technical quality * Provision of policy, legislative and institutional frameworks aligned with national and state needs * Resource mobilization proposals for FSM national government, state goverments and utilities are developed * Experiences and lessons learned are shared and documented and wherever possible incorporated into the ongoing management of the project and the design of future activities and projects |
| KRA 3: Strengthening FSM national and state cooperation and coordination on energy efficiency and renewable energy including the coordination of steering committee meetings and other meetings | |
| Facilitation of effective communication among and between national, state and community partners and development partners   * Oversee the monitoring of an effective communications plan with project   counterparts concerning the implementation of project activities including (i) high-level liaison with FSM national level ministers/secretaries,  other senior government staff, state governors and directors, and municipal leaders where required and (ii) consultation with community, civil society, women’s and other groups as required  oups, women’s groups and others   * Steering committee meetings and regular reporting * Support to project beneficiaries on communication needs in relation to the project delivery * Visibility and promotion of project activities and delivery using various means such as media, websites (energy sector, GEM, SPC), and other relevant in-country and regional mechanisms carried out * Oversight of branding and marketing for the project ensuring all visibility requirements of the EU and SPC are fully incorporated * Project activities prominent on regional, national and state websites * Managing the effective liaison and promotion of networking between key stakeholders and other individuals involved in project implementation and between projects where relevant | * Steering committee established and meetings convened * Effective communications are established and maintained with appropriate contact points, including ministers/secretaries, senior government staff, focal points, stakeholder representatives, NGOs, civil society and women’s groups * Key stakeholders, such as the Steering Committee, are satisfied with the regular progress reports on the overall performance to meet key project deliverables * A project communication and visablity plan is effectively implemented and monitored * Project activities and delivery are promoted in a variety of media and project websites * Open and effective communications are actively promoted between and within project beneficiaries and SPC programmes and project teams * Lessons learned and good practises are shared throughout the Pacific region |

Note: The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.

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| Work Complexity |

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| Most challenging duties typically undertaken: |
| * Working across multiple agencies and geographically remote States, municipalities and islands in ensuring delivery of result areas of the EU-FSM SEAM project * Working across diverse technical and operational networks in the energy sector * Delivering project activities in remote, inaccessible outer islands * Balancing work required from country counterparts with the needs of other donor funded projects in the region * Managing and delivering expectations of national, state and municipal counterparts, partners and implementing agencies requirements * Coordinating and facilitating information exchange, networking and partnership building; management of consultants and both large and small work contracts * Ensuring the sustainability of actions undertaken in the country, states and municipalities with carefull consideration of the unique cultural contexts for the individual states and outlying islands |

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| Functional Relationships & Relationship Skills |

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| Key internal and/or external contacts | Nature of the contact most typical |
| **External**   * EU Brussels and EU Delegation in Suva, Fiji * National Minister/Secretary of Resources and Development, Assistant Secretary for Energy * National, state and municipal government agencies, including state utilities * Representatives of donor partners and funding agencies * Recipient communities in the FSM states * Directors of energy programmes in other regional and international agencies * Private sector and industry association contacts * Media (national and regional) * Consultants and firms * Energy efficiency and renewable energy networks | * Consultation, reporting and negotiation * Direct national, state and municipal liaison * Service provision and support * Public relations * Strategic collaboration (research and extension activities) |
| Internal   * SPC Senior Management * GEM Director, GEP Deputy Director and Senior Management Team * MRO Director * SPC operations and management teams * Project staff * MRO team staff * Professional staff in GEM, SDP, MRO, SPL and other divisions | * Reporting, liaising, facilitating, and coordination of project support and activities * Advice on any sensitive or problematic issues * Recruitment and staff issues; budgeting, procurement and financial reporting |

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| Level of Delegation |

The position holder:

* Routine Expenditure Budget: up to EUR 2.6 millions on yearly basis
* Budget Sign off Authority without requiring approval fom a director: up to EUR 2,000 per commitment
* Does sign standard letters

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| Person Specification |

###### Qualifications

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| Essential: | Desirable: |
| * A postgraduate degree from a recognised institution in a discipline relevant to project management, international development, and/or energy | * Relevant qualifications in international development /development studies |

Knowledge / Experience

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| Essential: | Desirable: |
| * At least 10 years in a similar project management position with complex multi-location, multi-beneficiary projects ideally in the Pacific Islands region * Understanding of renewable energy, energy efficiency and climate change challenges facing the Pacific region in the context of the existing complex multi donor, multi project situationThorough understanding of project management including project cycles, log-frames, monitoring and evaluation, and risk management * Demonstrated experience managing a high volume and high dollar value procurement * Managing logistics in challenging and remote locations * Demonstrated abilities in staff management and their performance evaluation * 5 years’ experience in working within a regional or international institutional environment * Excellent interpersonal skills in a multicultural environment such as the Pacific Islands region * Excellent English communication skills (oral and written) * Excellent computer skills across necessary applications | * Effective communicator and skilled in liaison and negotiation with Pacific Island countries * Experience working in the Federated States of Micronesia or the North Pacific islands * Experience in managing development assistance issues, in a small island context, would be an advantage * Experience in managing EU-funded projects * For English speakers, a working knowledge of French, or for French speakers, a working knowledge of English. |

Key Skills /Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

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| Expert level | * Sound analytical, technical, organizational, and project management skills * Excellent liaison skills especially with Pacific Islanders * Knowledge of corporate affairs and budgetary processes |
| Advanced level | * Ability to lead a team, comprising professionals and administrative staff, as well as ability to work independently or as part of a team * Capacity building and mentoring * Skills in prioritisation, decision making, problem solving and management of risks * Understanding of energy efficiency and renewable energy in the Pacific Islands region * Excellent command of both written and spoken English required |
| Working Knowledge | * Computer literacy, particularly with Microsoft Office and related project management software |
| Awareness | * Familiarity with donor reporting requirements * Financial management and procurement procedures |

###### Key Behaviours

All employees are measured against the following Key Behaviours as part of their Performance Development:

* Change and Innovation
* Interpersonal Skills
* Teamwork
* Promotion of Equity and Equality
* Judgement
* Building Individual Capacity

## Personal Attributes

* Self-motivated
* Demonstrates cultural and gender sensitivity
* Ability to think and act on initiative
* Strong client orientation and continuous improvement mindset
* Highly motivated and strong affinity to teamwork
* Analytical and smart thinking – solutions oriented
* High work standards, good work ethic and positive attitude to work
* Proactive with creative ability to meet deadlines, achieve objectives and master new material quickly
* Performs well under pressure and strongly committed to work
* Positive attitude, excellent interpersonal skills, well organized, dependable and honest

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| Change to Job Description: |

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

Approved:

Manager/Supervisor Date

Employee Date