



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Project Title:	Capacity Development of the General Information Authority
Project No:	00074345
Job code title:	Capacity Development Consultant/Project Manager
Supervisor:	Project Steering Committee

II. Background

In order for the General Information Authority to deal with the ever-growing demands of a rapidly growing economy, and the accompanying need for enrichment in data, statistics and information, it has been concluded that a comprehensive policy to improve the capabilities of the institution as well as its employees is essential for the fulfillment of GIA's mandate. Libya is and has for the last couple of years been primed for a period of economic growth and development. UNDP, being one of the oldest and most active partners with the government, has had agreements with senior counterparts in the Libyan Government to assist in the building of institutional capacities to ascertain the sustainability of the current growth process. UNDP is therefore, involved in various technical cooperation projects with the General Information Authority (GIA), particularly in supporting the attainment of the Millennium Development Goals (MDGs) and the national human development report for Libya. Accordingly, UNDP is implementing a Capacity Assessment (CA) and Capacity Development (CD) review for the General Information Authority (GIA), the key national institution engaged in the collection, assimilation, analysis and distribution of information within the Jamahiriya

III. Organizational Context

Under the supervision of the Project Board, and project steering committee, the Capacity Development Consultant/Project Manager leads the project implementation, and ensures that the project produces the results specified in the project document, to the required standards of quality and within the specific constraints of time and cost.

The Capacity Development Consultant/Project Manager works in close collaboration with the Staff and management of General Information Authority, Project assurance, supported by the national project coordinator, guiding and supervising team leaders / international experts, cooperates with Programme and Operations staff in the UNDP CO and ensures consistent service delivery.

IV. Functions / Key Results Expected

- In close consultation with the General Information Authority and UNDP the Capacity Development Consultant/Project Manager shall have responsibility for day to day management of the project inputs and ensure that project activities are carried out within the approved budget in accordance with the agreed work plan.
- In consultation with the General Information Authority and UNDP the Capacity Development Consultant/Project Manager shall have the responsibility for development of ToRs for conducting capacity assessment review missions for all departments of General Information Authority.
- Guide and coordinate the activities of external experts/contracted entities recruited for this project.
- In consultation with the training office at GIA, coordinates development and implementation of Capacity development and training plans for the General Information Authority.
- The Capacity Development Consultant/Project Manager shall have the responsibility for work plans preparation, revision in consultation with the steering committee, and submission to the project board for approval.
- In close consultation with UNDP and General Information Authority, the Capacity Development Consultant/Project Manager will be responsible for preparing and coordinating project review meetings involving relevant stakeholders to assess and review status of project.
- Provision of quarterly progress reports and any additional reports as may be required by the steering committee or the project board or project assurance to assess progress against work plan and output targets.
- Ensure effective implementation of the project annual work plan, budgeting, resource allocation, workload management, and performance assessment, as well as training of selected officials on programme and project management.
- Maintaining communication with different stakeholders on the project developments and activities.

V. Impact of Results

The key results have an impact on developing technical as well as functional capacities of staff and management towards improving the efficiency of General Information Authority thus strengthening national data management systems, a key outcome of the UNDP Country Programme for 2011-2014, as endorsed by the Libyan government.

VI. Competencies and Critical Success Factors

Corporate Competencies:

- Demonstrates commitment to UNDP's mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to perform a variety of standard specialized and non-specialized tasks and work processes that are fully documented, researched, recorded and reported
- Ability to review a variety of data, identify and adjust discrepancies, identify and resolve operational problems
- Ability to handle a large volume of work
- Knowledge of administrative rules and regulations
- Strong IT skills, knowledge of Atlas is an asset
- Ability to provide input to business processes re-engineering, implementation of new systems

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure

VII. Recruitment Qualifications

Education:	Masters in MBA, Public Administration, Social Sciences, or related fields.
Experience:	Minimum of 5 years of relevant experience in Project or programme Management. Experience in applying internationally recognized methodologies of Capacity development. Knowledge of statistics and information management is an asset, experience in usage of computers and office software packages (MS Word, Excel, etc.).
Language Requirements:	Fluency in spoken and written English