

BL-L1040 Trade and Investment Facilitation Program Project Manager

EXECUTING ENTITY: Ministry of Economic Development

POSITION: Project Manager/Technical Lead

REPORTS TO: Executive Director of the Central Executing Unit

The Project Manager is responsible for providing leadership, coordination and guidance on all matters pertaining to the smooth administration and successful implementation of the *Trade and Investment Facilitation Program* in accordance with procedures and obligations specified in the *(insert)* Agreement.

KEY RESPONSIBILITIES

The primary responsibilities of the Program Manager are to:

- 1) Oversee and ensure that Program activities are being performed adequately, on schedule, and in accordance with contractual agreements including, the respective Loan Agreement, and other relevant documents such as the Program Operational Manual.
- 2) Lead the development of detailed Annual Operating Plans, prior to the beginning of the project ensuring proper alignment of the budget and procurement projections.
- 3) Provide leadership to enable efficiency and operating effectiveness by ensuring:
 - i) The development and implementation of a planning and reporting framework in keeping with the requirements of the executing agency and the Bank.
 - ii) Robust internal Monitoring and Evaluation mechanism.
 - iii) A risk management framework is in place with appropriate mitigating factors to minimize such risks.
 - iv) Compliance with financial management practices and controls as required by the Bank and the Executing Agency.
 - v) Procurement practices of the project comply and are consistent with the Bank's guidelines and applicable GOB procedures
 - vi) Sound Human Resource (HR) practices are utilized in relation to the recruitment and welfare of staff including the conduct of on-going staff performance evaluations and feedback.
 - vii) Standard administrative and operating procedures are developed, documented, and implemented as well as the conduct of periodic updates as necessary to include changes made in light of experience obtained during Program implementation

- viii) The establishment and maintenance of an efficient filing system (electronic and paper-based) to support the needs of the Program and for posterity.
 - ix) Appropriate procedures are established and implemented for the inspection and monitoring of the work of consultants and contractors, so as to be able to certify that works and services are satisfactorily accomplished in compliance with the Terms of Reference or contract specifications and evaluate performance considering the different levels of responsibilities of the Program.
- 4) Prepare and submit reports to the Executive Director and Bank including:
- i) Progress to date
 - ii) Issues encountered
 - iii) Assistance / Intervention required
 - iv) Financial update re-budget and explanation for variances
 - v) Recommendations
 - vi) Evaluation of supervisees
- 5) Lead the contracting of the Program's External Auditors; ensure that adequate arrangements are made to facilitate the conduct of audits (internal and external) and that recommendations arising from them are appropriately reviewed and acted upon.
- 6) Liaise and coordinate activities with the stakeholders and or implementing Agencies for the implementation of various elements of the Program, (where applicable) and represent the interests of the CEU.
- 7) Coordinate the preparation of Terms of Reference and the recruitment of consultants/contractors or suppliers to carry out Program activities.
- 8) Monitor the deliverables of consulting services (individuals & firms) and provide the necessary feedback on a timely basis; submit appropriate written comments and recommendations to the Executing Agency and the Bank where required
- 9) Conduct periodic field and monitoring visits (where applicable) to assess the effectiveness of the implementation of various activities of the Program
- 10) Oversee monitoring and evaluation activities paying close attention to critical milestones and key deliverables and initiate appropriate and timely risk management strategy where necessary to identify and mitigate constraints and potential bottlenecks to the Program; keep the Executing Agency and the Bank informed of any mitigating circumstances and propose remedies.
- 11) Lead and/or oversee the preparation of reports, for submission to the Bank and other stakeholders as required including inter alia: (reports listed in #12) and lead the CEU team in presenting such reports.
- 12) Direct the preparation for, and hosting of, key Program events such as:
- i) Periodic portfolio review meetings between the Bank and the government
 - ii) Supervision missions and program monitoring meetings (led by the Bank)
 - iii) Inspection visits by the Bank to supervise the financial management and procurement operations including conducting ex-post reviews
 - iv) Mid-term evaluation

- v) Final evaluation
- vi) The Project Completion Report (PCR).
- vii) joint review missions by the Bank and other funding and/or supervising and implementation agencies as required

KEY OUTPUTS/ DELIVERABLES & PERFORMANCE INDICATORS

OUTPUT/DELIVERABLES	PERFORMANCE INDICATORS
Annual Operational Plan	
Communication Plan	
Program Operational Manual	
Reports (list listed in key responsibilities)	
Staff performance appraisals	
Recruitment of project staff & consultants	
Provision of project resources	

QUALIFICATION AND EXPERIENCE

- Bachelor's degree in Business Administration, Economics, Public Administration, or any related field (minimum).
- Master's degree in Business Administration, Public Administration, Economics, Development Studies, or any other relevant field (desirable).
- Training in Project Management or PMP and/or agile certification will be an asset.
- At least 10 years of general experience in the profession (minimum).
- Minimum of seven (7) years analyzing program performance problems and working on projects in policy, sectoral, institutional, or systems development in the public/private sector (minimum).
- Experience in designing, implementing, or executing trade and/or investment sector projects in the public/private sector will be an asset (desirable).
- Experience in implementing multilateral/bilateral donor financed projects, with special expertise in national or regional projects focused on private sector development will be an asset (desirable).

- Strong inter-personal relations skills. Pro-active in seeking information, managing relationships with stakeholders, including building trust and promoting partnership.
- Ability to manage client expectations, negotiate around project execution challenges, and identify possible solutions with a conflict resolution focus.
- A working understanding of guidelines and procedures typically used by international development agencies and financial institutions.
- The ability to work independently and manage multiple tasks effectively. Excellent written and oral communication skills are required, including the ability to synthesize key issues and draw lessons learned.
- Languages: English (minimum), Spanish (desirable).
- Good working knowledge of MS Office applications (word, excel, project, PowerPoint) email/internet.