



### **Terms of References**

**Project Title:** “Modernization of Sustainability and Efficiency of ICT infrastructure and ICT services in the Republic of Azerbaijan”

**Position:** Project Officer

**Contract Type:** SC contract

**Level:** SB-3

**Duration:** 11 months (with the possibility of extension)

**Duty Station:** Baku, Azerbaijan; international and/or domestic travel will be required

**Remuneration:** USD 1402 (subject to tax) monthly plus social security package

#### **Project background:**

The purpose of the project revision is to assist the Government of Azerbaijan to extend the reach of the Information and Communication Technologies with a view to increase efficiency of the public sector institutions, maximize socio-economic impact of ICTs on businesses and people, and to maintain multi-stakeholder dialogue about bridging the digital divide at the regional level. To achieve these complex objectives, the project will pursue multiple partnerships with international organizations (UNDESA, UNECE, UNPAN, UNESCAP and others), national and local authorities in Azerbaijan, civil society, business circles and bilateral partners. The project will have 6 components: 1) Building of national capacities for e-participation; 2) Awareness raising on Open Government data; 3) Establishment of operational framework for TASIM/EurACA; 4) Development of National concept and innovative frameworks for development of knowledge-based and innovative economy; 5) Development of e-Government infrastructure and promotion of e-services; and 6) Organization of 5th Regional Internet Governance Forum.

**Organizational Context:** The Project Officer (PO) will be a locally recruited national officer selected based on an open competitive process. The PO will support the Project Manager, Project Director and designated UNDP Programme Adviser with substantive expertise and will be in charge of assuring quality of project deliverables and guiding/overseeing the work to be carried out by a team of international and local experts/subcontractors to be recruited for the implementation of the specific outputs/activities of the action. The PO will report to the Project Manager (or other duly designated UNDP officer) for all of the project’s substantive expertise and Project Director. The PO supervises the

designing, development of key reporting and monitoring standards, performance indicators and reports of the Project and ensures successful project implementation, efficient management, and review of achievement of the planned outcomes and outputs in accordance with the Project Document and in compliance with the UNDP rules and procedures and in coordination with other projects carried out within the Country Program.

### **Key Function and Responsibilities:**

- Assist the Project Director/UNDP Program Adviser in managing the all project's components;
- Ensuring the produce of the planned outputs within the all project's components and undertaking relevant activities specified in the project document up to the required quality standards and within the specified constraints of time and cost;
- Ensure monitoring of the implementation of plans, performance indicators, outcomes and planned outputs;
- Developing component plans of the project as well as designing project portfolios, organizing expert groups, setting tasks and monitoring their implementation;
- Drafting annual work plans, budgets, disbursement, procurement, recruitment and monitoring plans as well as necessary updates;
- Carrying out daily management of the component activities, as well as financial and administrative reporting activities;
- Preparing Terms of Reference for the project consultants; monitor performance of consultants recruited by the project;
- Review the outputs of the local consultants, and seek feedback on such outputs from the Implementing agency - MTCHT;
- Ensuring project plans and status are accurately reflected in ATLAS;
- Prepare translations of projects related documents if necessary;
- Consulting the Project Director/UNDP Program Adviser in managing the project's finances, human resources, assets, procurement, logistics and administrative matters, ensuring effective use of resources and compliance with UNDP rules and procedures;
- Ensuring briefings and trainings for project management and staff on applicable rules, procedures, good practices and the use of standard formats and systems within the project components;
- Liaising with relevant UNDP Country Office departments and units, notably those responsible for Operations, project management, project support and quality assurance, to ensure adequate provision of services, flow of information and the project's compliance with its obligations;
- Working under the supervision of and reporting directly to the Project Director/UNDP Program Adviser;
- Preparing progress reports for the project and other reports requested by the MTCHT and UNDP;
- Monitoring the risks and outcomes against the agreed performance indicators, maintain the logs of project risks, issues, and lessons learned, conduct day-to-day monitoring of the project in accordance with UNDP procedures;
- Exercising responsibility for the delivery of the financial performance targets set by the agreed annual work plans;
- Facilitating adequate communication and information exchange among the relevant stakeholders;
- Providing quarterly monitoring of activities within the project components;
- Leasing with UNDP, the beneficiary and other authorities and cooperating agencies on project-related matters;
- Exploring cost-sharing opportunities by engaging in partnership negotiations with government agencies, and potential donors;

- Preparing and distributing background material for meetings of the Project Board;
- Compile and prepare briefing and presentation materials, speeches, background information and documentation for meeting and missions;
- Performing other duties related to the project upon request from UNDP and Implementing Agency.

## **Competencies:**

### **Corporate Competencies:**

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism

## **Knowledge Management and Learning**

- Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example.
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

## **Innovation and Marketing New Approaches - Developing new approaches**

- Seeks a broad range of perspectives in developing project proposals;
- Identifies new approaches and promotes their use in other situations;
- Creates an environment that fosters innovation and innovative thinking;
- Makes the case for innovative ideas from the team with own supervisor.

## **Self-management/Emotional Intelligence**

- Stays calm and maintains composure under stress or during a crisis, keeping disruptive emotions under control
- Adapts flexibly to changing situations, overcomes obstacles and recovers quickly from setbacks
- Tolerates conditions of stress, uncertainty or ambiguity and continues to maintain a positive outlook and to work productively
- Is realistic about own limits using support mechanisms as needed and maintaining an appropriate work-life balance
- Senses the emotions of others, understanding their perspective, taking an active interest in their concerns
- Fosters a positive outlook and maintains focus during period of stress and heavy work load, inspiring and guiding others towards goal achievement
- Creates a climate of enthusiasm and flexibility, where people feel encouraged to give their best
- Stands up to group pressure, not giving in out of a desire to please or to avoid confrontation and conflict

## **Promoting Organizational Learning and Knowledge Sharing - Developing tools and mechanisms**

- Makes the case for innovative ideas documenting successes and building them into the design of new approaches;

- Identifies new approaches and strategies that promote the use of tools and mechanisms

### **Job Knowledge/Technical Expertise - In-depth knowledge of the subject-matter**

- Understands more advanced aspects of primary area of specialization as well as the fundamental concepts of related disciplines;
- Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself professionally;
- Demonstrates comprehensive knowledge of information technology and applies it in work assignments;
- Demonstrates comprehensive understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work assignments;
- Have effective interpersonal and negotiations skills and ability to coordinate complex, multi-stakeholder projects and be able to think in a strategic manner on complex and difficult projects;
- Ability to follow deadlines, accuracy and attention to detail;
- Ability to work under tight timelines;
- Strong drafting, presentation and reporting skills;
- Excellent written communication skills.

### **Client Orientation - Contributing to positive outcomes for the client**

- Anticipates client needs;
- Works towards creating an enabling environment for a smooth relationship between the clients and service provider;
- Demonstrates understanding of client's perspective

### **Recruitment Qualifications**

- University degree in public administration, political science, international relations, international economic relations, humanities, social science, development studies or other relevant disciplines;
- At least 5 years of professional work experience (UNDP project experience is essential);
- Experience in preparing, organizing, servicing and managing international meetings, especially with the participation of diverse stakeholders from different institutional sectors (public and private sector, civil society, academic and technical communities), from developing and developed countries;
- Knowledge in use of computer software packages for word-processing, excel, power point, and the internet;
- Experience in writing project reports;
- Fluency of Azerbaijani, English (written and oral) is required; Russian will be an advantage.