



**UNITED NATIONS DEVELOPMENT PROGRAMME
VACANCY ANNOUNCEMENT NO. UNDP/SC/2007/**

**Date of Issue:
Closing Date:**

Post Title : Project Management Executive

Organization : United Nations Development Programme (UNDP)

Duty Station : New Delhi

Project : Strengthening State Plans for Human Development

Duration : Upto 31 December 2007 extendable as per need basis

Type of Contract : Service Contract

Band : Five

This vacancy is open to applicants of either sex. Preference will be given to equally qualified women candidates.

Background:

The Strengthening State Plans for Human Development (SSPHD) project is executed by the Planning Commission with funding and technical assistance from the UNDP. The implementing agencies under this project are the participating State Governments as well as leading national institutes. The project execution team is headed by a National Project Director i.e Joint Secretary(State Plans), who is assisted by the Director (State Plan Co-ordination).

The project is now seeking to appoint a Project Management Executive (PME) who will head the Programme Management Unit in the Planning Commission.

Duties and Responsibilities:

The PME will be accountable to the National Project Director, reporting through the Director(SP-Co).

- The PME will be responsible for supervising and managing the work of the Programme Management unit. This unit will essentially liaise with the State Governments and the National Resource institutions who are the implementing agencies under the project and ensure that the activities to be undertaken by the implementing agencies proceed according to the approved work plan.

- The PME will be responsible for organizing meeting of the Project Standing Committee, collating, compiling and presenting reports on actual progress against the approved work plan both in terms of physical activities as well as financial expenditures.
- The PME will also examine the content of the work plans of the implementing agencies submitted for approval and report to the NPD, through Director(SP-Coordination), on the extent to which the work plans are in line with the overall objectives of the project and the modifications that are required in the plan.
- The PME will also be responsible for co-ordinating with the IF Wing of the Planning Commission as regards Budget Estimates, Revised Estimates, preparation of and reporting against Outcome Budget, reasons for variation in actuals as compared to BE and RE, periodical booking of expenditure against the Budget after obtaining expenditure details from the UNDP and duly scrutinizing them, etc.
- The PME will also be responsible for providing the basic documentation and data required for the evaluation of the programme.

Educational Qualifications:

- Post-Graduate Degree in Economics.

Experience:

- 5 to 7 years' experience in a Group 'A' Service of the Central Government.
- Prior experience of the Planning Process at the Central and State Government levels and of co-ordinating and dealing several State Governments would be desirable.

Languages:

- Excellent knowledge of written and spoken English is essential.

Application to this vacancy should be sent to rsachar@nic.in and jobs.in@undp.org. Please insert Vacancy Announcement Number in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

cc: Planning Commission/All UN Agencies/ UNDP Projects/Programmes in New Delhi