

State Project Technical Officer

Job Title	: State Project Technical Officer (SPTO)
No. of Vacancy	: One position only
Duration	: Aligned to Project duration
Recruitment	: Respective State Governments
Contract:	: Contract for Service
Estimated monthly salary	: RM 4,000.00 – RM 5,500.00
Reports to	: Project Manager, State Project Coordinator
Location	: Kuantan, Pahang

Purpose

The SPTO would coordinate Project management at state level and ensure that implementation is realised in accordance with the grant conditions and based on the Project appraisal report. She/he needs to ensure effective and timely implementation of the Project in the state, with special attention to providing overall inter-ministerial coordination and facilitation at various levels. Under the direction and supervision of the PCC, the SPM coordinates the SPMO, state and district project staff and service providers to ensure that the strategic outcomes of the Project are achieved. In particular, the SPM leads the SPMO to ensure the M&E requirements described are developed and implemented in a timely manner that represents the views of key stakeholders. She/he is also responsible for making sure there are sufficient and appropriate personnel with the right level of resources and other support needed to implement the Project at state level.

General scope of the job

The SPM would be contracted by the agency hosting the SPMO to prepare and oversee the implementation of SMPPEM at state level. The SPM would work closely with and be responsible to the PM as well as with the state government counterparts.

Main Responsibilities and Duties

To achieve the outputs mentioned above, the SPTO would:

- a) Develop close working relationships with all Project participants and stakeholders – including the primary stakeholders, line departments, private sector and CSO/NGOs – all parties required to establish a shared vision of the Project to achieve objectives;
- b) Prepare the state AWPB and revise the M&E plan and procedures by seeking stakeholder inputs to produce these plans with the full commitment

of all the organizations involved in the state. Present the AWPB and M&E plan to the PM/PD in a timely manner for review and approval;

- c) Ensure the holistic implementation of the Project at state level, ensuring the Project outcomes and levels are seamlessly joined in the pursuit of market-led poverty alleviation amongst poor, ethnic and women-headed households;
- d) Make sure the business of the Project is conducted at state level in an efficient manner by supervising and monitoring Project implementation. Ensure that timely decisions on corrective actions are made and implemented;
- e) Direct and supervise the day-to-day operations of the Project at state level, guided by the Project document and the AWPB, providing any necessary amendments to ensure smooth performance;
- f) Assure that all contractual obligations are adhered to and make the necessary contacts and efforts to ensure implementation meets Project targets;
- g) Ensure that state Project expenses are kept, consistent with Government and IFAD administrative and financial procedures and practices;
- h) Monitor the monthly state Project financial reports and liaise with the Finance Officer concerning financial reports;
- i) Prepare administration, management, implementation and technical information in the form of monthly, quarterly, semi-annual and annual reports;
- j) Coordinate all evaluation studies to be undertaken in order to gain timely and relevant insights into emerging areas of concern at state level; and
- k) Ensure that the Project captures and share lessons learned through the M&E procedures, supervision and evaluation missions and periodic visits to sites.

Minimum Qualifications

- a) At least Bachelor Science in Forestry or equivalent;
- b) At least five years of professional experience in relevant fields;
- c) Adequate working knowledge on peatland and forest management in Malaysia;
- d) Ability to develop and foster external organizational relationships and applied representation skills;
- e) Knowledge of Government and IFAD policies and procedures on gender, environment, corruption and general Project finance and administration management;
- f) Computer-literate including accounting packages and well versed in the use of Excel, Word and basic data base set-ups;
- g) Knowledge of Indigenous People's (IP) culture;
- h) Good communication skill and ability to plan in order to meet deadlines; and
- i) Excellent in both written and spoken English language and Bahasa Malaysia. Knowledge in other local dialects is an added advantage.
- j) Candidates who live in Pahang are preferred