

## **TERMS OF REFERENCE FOR CONTRACT STAFFS AT NATIONAL PROJECT MANAGEMENT OFFICE (NPMO)**

### **1. PROJECT MANAGER**

Job Title	: Project Manager (PM)
No. of Vacancy	: One position only
Duration	: Aligned to Project duration
Recruitment	: National
Contract:	: Two-year contract, with six months' probation period, renewable based on agreed performance targets and deliverables
Reports to	: Project Director (PD) and National Project Coordinator (NPC)
Location	: Federal Territory of Kuala Lumpur

### **Purpose**

The PM would coordinate project management and ensure that implementation is realised according to the conditions of the grant agreement and based on the Project appraisal report. She/he needs to ensure effective and timely implementation of the Project, with special attention to providing overall inter-agency coordination and facilitation at various levels. Under the direction and supervision of the NPSC, the PM coordinates the NPMO, state and district project staff and service providers to ensure that the strategic outcomes of the Project are achieved. Particularly, the PM leads the NPMO 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.

In particular, the PM would serve as leader of the Project management team in order to achieve the following responsibilities: (i) Project Implementation Coordination; (ii) Financial/Asset Management; (iii) Contract Management; (iv) Personnel Management (v) Government Liaison/External Relations; and (vi) Knowledge Management and Policy Development.

### **Organisational relationships**

The PM would be responsible for Project progress and would be accountable to the NPSC and NPWC, the government ministries and relevant staff of IFAD. She/he would

also be accountable to the Project stakeholders for Project progress, problems and improvements.

## **Responsibilities and Duties**

### *Early implementation tasks:*

- a) Lead formulation of Project Implementation Manual (PIM) and other guidelines;
- b) Guide the establishment of administrative, accounting and Project-outcome M&E procedures;
- c) Coordinate training workshops on the Project strategy and approaches, AWPB and PP for the first year with key stakeholders to ensure an updated and shared understanding of the Project strategy and information needs;
- d) Ensure that an effective and participatory M&E procedures is established and effective.

### *Ongoing operational management tasks*

- a) Prepare the 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 Project. Present the AWPB and M&E plan to the relevant approval bodies in a timely manner for review and approval;
- b) For each service provider contract, ensure that detailed specifications are prepared in a timely, objective, fair and transparent manner, including the M&E responsibilities and administration of terms and awards;
- c) Ensure the holistic implementation of the Project, 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) Ensure that the national and state and district agencies maintain the focus on poor, households, that women have ample opportunities to participate in Project activities, that gender is mainstreamed in all Project activities and that staff have adequate knowledge of IP language and culture;
- e) Make sure the business of the Project is conducted in an efficient manner by supervising and monitoring Project implementation. Ensure that timely decisions on corrective actions are made and implemented;
- f) Direct and supervise the day-to-day operations of the Project, guided by the Project document and the AWPB, providing any necessary amendments to ensure smooth performance;
- g) Mobilize relevant technical assistance in a timely manner, with clearly demarcated responsibilities that are based on the participatory and equity principles of the Project;
- h) Assure that all contractual obligations are adhered to and make the necessary contacts and efforts to ensure implementation meets Project targets;

- i) Regularly appraise staff and provide feedback and support to enable them to do their jobs.

#### *Ongoing financial management tasks*

- a) Ensure that Project expenses are kept, consistent with Government and IFAD administrative and financial procedures and practices;
- b) Ensure that Project suppliers and locally paid staff are paid promptly and adequately
- c) Ensure that Project expenditure is being coded correctly and consistently (that is allocated to correct category and budget line) and that Project funds are used solely for the purposes for which they were granted and in accordance with relevant GoM and IFAD/GEF guidelines;
- d) Establish an asset register for all assets purchased by or provided to the Project in line with standard IFAD policies;
- e) Check the monthly Project financial report for accuracy and appropriateness. Liaise with the Finance Officer concerning financial reporting issues, errors, trends, payment delays and related matters;
- f) Monitor expenditure monthly against the approved AWPB in order to prepare and send timely fund withdrawal applications to IFAD. Review expenditure projections to ensure that expenditure stays within budget. Significant actual or anticipated expenditure variances against the budget should be included in the monthly report to line management together with any recommendations for changes to the budget.

#### *Communication*

- 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) Establish and maintain good working relations with the relevant government ministries, as well as other higher-level stakeholder groups;
- c) Ensure easy public access to M&E reports and data and make sure they are widely distributed;
- d) Submit required analytical reports on progress – including indications of planned actions and financial statements – on time and to the relevant bodies, with assistance from M&E staff;
- e) Sign implementation agreements with the implementing partners, defining the modalities for implementation and M&E. Ensure that participatory M&E and learning initiatives are specified in terms consistent with the direction of the Project;
- f) Control the budget and safeguard against Project funds and assets misuse;

- g) Make all efforts to engage key stakeholders in important external evaluations to ensure an understanding of locally perceived impacts and problems;
- h) Support external missions in ways that foster a joint learning process that identifies how the Project could be improved further to achieve impact.

#### *Knowledge sharing and Policy interventions*

- a) Consolidate a culture of lessons learning involving all Project staff and allocate specific responsibilities of knowledge management to Project staff, implementing agencies and Project stakeholders;
- b) Ensure that the Project captures and share lessons learned through the M&E procedures, supervision and evaluation missions and periodic visits to sites;
- c) Document, package and disseminate lessons frequently and not less than once every three months;
- d) Facilitate exchange of experiences by supporting and coordinating participation in knowledge sharing workshops, teleconferences, development of the Peatlands Restoration Knowledge Hub and linkages to any other existing knowledge sharing network at the regional and global level;
- e) Identify and participate in additional networks, for example scientific or policy-based networks that may also yield lessons that can benefit Project implementation.

#### **Minimum Qualifications**

##### *Core Competencies*

- a) **People Skills:** Ability to work independently and as a team player who demonstrates leadership and is able to support and train local and international staff. Proven ability and experience in working with ethnic minorities
- b) **Communication Skills:** Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of an IFAD Project. This includes effective negotiation and representation skills;
- c) **Integrity:** Works with trustworthiness and integrity and has a clear commitment to poverty reduction of local communities;
- d) **Resilience/Adaptability and flexibility:** Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner;
- e) **Awareness and sensitivity of self and others:** Demonstrates awareness and sensitivity to gender and diversity. Has experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner;

- f) Work style: Is well organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills;
- g) Readiness to work with people of all backgrounds without bias;

### *Technical Competencies*

- a) Minimum MSc/MA degree in natural resource management;
- b) At least 10 years of professional experience in relevant fields
- c) Experience in working with local and international bodies;
- d) Knowledge of peatland and forest management in Malaysia
- e) Ability to develop and foster external organizational relationships and applied representation skills;
- f) Knowledge of Government and IFAD policies and procedures on gender, environment, corruption and general Project finance and administration management;
- g) Knowledge of Indigenous People's (IP) culture;
- h) Good communication skill and ability to plan in order to meet deadlines
- i) Excellent in both written and spoken English language and Bahasa Malaysia. Knowledge in other local dialects is an added advantage

## **TERMS OF REFERENCE FOR CONTRACT STAFFS AT NATIONAL PROJECT MANAGEMENT OFFICE (NPMO)**

### **2. Finance Officer**

Job Title	: Finance Officer (FO)
No. of Vacancy	: One position only
Duration	: Aligned to Project duration
Recruitment	: National
Contract:	: Four year contract, with six months' probation period
Reports to	: Project Director, Project Manager and National Project Coordinator
Location	: Federal Territory of Kuala Lumpur

### **Purpose**

The Financial Officer reports directly to the Project Director/Manager, and is responsible for financial management and administration of the Project accounts and personnel. The Project accounting cycle to be overseen by the Finance Officer starts from financial-related inputs in AWPB preparation and budget control, committing funds, disbursements and cash flow management in an effective and efficient manner, financial reporting to ensuring smooth audits and facilitation for supervision missions on all financial management and administration aspects.

### **Duties and Responsibilities**

#### *Project Financial and Management Accounting Procedures*

- a) Ensure that all financial and physical data relating to the project are promptly recorded, periodically verified with external sources (Bank statements etc.), and consolidated at the NPMO.
- b) Prepare annual work programs, with detailed estimates of the amount of physical work to be completed during the year.
- c) Prepare annual budgets and the levels of financing required for carrying out the activities identified in the annual work program.
- d) Ensure that sufficient counterpart funds are available on time.
- e) Maintains and ensures appropriate, adequate and timely controls in the preparation of accounting data, processing of transactions and preparation of reports; recommends changes and improvements as required to ensure correct, complete and timely accounting maintained according to generally Accepted Accounting Principles.

- f) Prepares necessary periodical reconciliations of control accounts in a timely and accurate manner; undertakes initial investigation of discrepancies and proposes corrective actions for review by PM.
- g) Preparation of cash, bank and journal vouchers to reflect the accounting treatment of financial transactions undertaken by the Project in a timely and accurate manner.
- h) Ensures that accounting records of the project are kept updated at all times.
- i) Gathers and analyses data or information from a variety of sources to assist in producing timely and accurate financial analysis reports and budget for the project

### *Internal Controls*

- a) Ensure that policies and procedures are followed, the control system is effective, and the accounting system is reliable.
- b) Ensure that corrective actions are taken promptly to remedy weak internal controls and report to the Project Director any circumvention of the procedures or practices that will impede efficient and effective use of project resources.

### *Financial Statements/Reports*

- a) Responsible for the preparation of the year end Project Financial Statements in accordance with International Public Sector Accounting Standards and designated formats of IFAD and Government of Malaysia. (GoM) in a timely and accurate manner.
- b) Responsible for the preparation of financial progress reports by component and activity on a quarterly basis.
- c) Assist the Project Manager (PM) in formulating the Annual Work Plan and Budget (AWPB)
- d) Prepare chart of accounts for the projects, keeping in mind the requirement of IFAD to track project expenditure by Grant category and project components
- e) Monitoring and periodically review financial and physical progress of the project.
- f) Compare actual physical and financial progress against the budget estimates, monthly, quarterly, semi-annually and annually and reports variances to the Project Director/Manager to facilitate timely implementation of remedial action.
- g) Prepare periodic financial statements and project progress reports.
- h) Report, periodically, to IFAD and Government Agencies on the financial, physical and procurements progress of the project.
- i) Project Disbursements and Liaison with IFAD

- j) Ensure that withdrawals from Trust Account are made in accordance with the conditions of the Grant agreements, with due attention to economy and efficiency, and only for the purposes for which the funds were provided;
- k) Monitor progress achieved on the time-bound action plans
- l) Submit quarterly Project/Financial Management Reports to IFAD within 45 days after the end of the quarter.
- m) Prepare withdrawal applications to IFAD and monitor project disbursements.
- n) Liaise with IFAD on disbursements and financial management issues.
- o) Ensure that adequate supporting documents are retained for Statement of Expenditures (SOEs)/Project Monitoring Reports based disbursement for review by IFAD missions.
- p) Ensure that the Designated Account is maintained as per the Grant Agreement and is periodically reconciled with the Bank statement.
- q) Ensure that project complies with the financial and other legal covenants specified in the Grant Agreement and report promptly to the Project Director in case of non-compliance therewith.
- r) Report, periodically, to IFAD and Government Agencies on the key project monitoring indicators agreed during project design.

#### *Audit Reports*

- a) Liaise with the internal and external auditors for the timing of the audit.
- b) Prepare and submit the project financial statement to the external auditors within three months after the end of the fiscal year.
- c) Responds to questions raised by the external auditors during the audit process.
- d) Submit audit reports to IFAD within six months after the end of the fiscal year.
- e) Ensure that corrective actions are taken to rectify deficiencies reported by the external auditors
- f) Maintains an audit log to track the status of compliance with audit recommendations.

#### *Project Closing Activities*

- a) Take necessary actions, in consultation with other members of the NPMO, to close the project and relevant accounts as per the requirements of IFAD and the Government.



## Other responsibilities

- a) Establishing the financial and administrative policies, procedures, formats and procedures, including those for service contracting, budgeting and accounts and audit;
- b) Prepare timely and accurate Withdrawal Applications with supplementary Statement of Expenditure (SoEs) as per IFAD's disbursement guidelines.
- c) Ensure that only eligible expenditure is claimed from IFAD in WAs.
- d) Track IFAD Grant balance and reconcile the same periodically with IFAD records.
- e) Prepare timely, accurate and regular bank reconciliation statements for the Designated Account and Trust Account.
- f) Ensure that advances to staff and to other parties are monitored diligently and settled on time.
- g) Maintain a Contract Register and Contract Log to track contract payments as per IFAD formats.
- h) Ensure timely, accurate and transparent payments to contractors and other suppliers of goods and services.
- i) Maintains adequate supporting documentation for all project expenditure including those claimed through SoEs.
- j) Assists supports and provides all required information to IFAD Supervision Missions.
- k) Tracks the implementation of recommendations made by IFAD Supervisions Missions on matters relating to financial management.
- l) Advise the PM on the financial position of the project, budgets and actuals
- m) Maintains a Fixed Assets Register for all Project assets and ensures that physical inventory of fixed assets is conducted regularly.
- n) Ensures that all project expenditure is properly approved as per prevailing delegation of financial powers and is within the corresponding budgeted expenditure as per approved AWPB.
- o) Alerts the PM in case there is a shortfall or anticipated shortfall in counterpart funding.
- p) Communicate to all implementing partner institutions, service providers and grantee recipients their financial and administrative responsibilities, the funds available and how to access it, and the requirements of reporting and record keeping in accordance with prevailing government practices which are acceptable to GoM and IFAD;
- q) Process documentation and follow up on disbursements from the government and IFAD to ensure that releases are not delayed. Ensure that funds, and other supplies for Project implementation are disbursed or released in a timely manner to enable Project interventions to be carried out on time;
- r) Oversee tax matters of the Project, ensuring that tax exemptions for the procurement of goods for the Project are secured at the appropriate time;

- s) Any other related task reasonably assigned by the PM.

### **Minimum Qualifications**

- a) The candidate should have a Bachelor's degree in accounting; and
- b) Added advantage for CIMA/ACCA holders or a member of MIA.

### **Skills and Experience**

- a) At least three years of relevant work experience in financial management and administration preferably in a computerized environment. Experience in government/donor projects or large institutions will be added advantage;
- b) Strong managerial skills and demonstrate ability to manage people;
- c) Knowledge on government financial and accounting system, rules and procedures;
- d) Knowledge of work planning, budgeting and reporting;
- e) Good understanding of internal control concepts, accounting policies, practices and systems, as well as general policies, procedures, guidelines and reporting requirements;
- f) Strong problem-solving skills in order to resolve non-routine or unusual problems;
- g) Excellent quantitative and analytical skills;
- h) Computer-literate including accounting packages and well versed in the use of Excel, Word and basic data base set-ups;
- i) Good communication skill and ability to plan in order to meet deadlines
- j) Excellent in both written and spoken English language and Bahasa Malaysia. Knowledge in other local dialects is an added advantage

## **TERMS OF REFERENCE FOR CONTRACT STAFFS AT NATIONAL PROJECT MANAGEMENT OFFICE (NPMO)**

### **3. KNOWLEDGE MANAGEMENT AND COMMUNICATION SPECIALIST**

Job Title	: Knowledge Management and Communication Specialist (KM)
No. of Vacancy	: One position only
Duration	: Aligned to Project duration
Recruitment	: National
Contract:	: Two-year contract, with six months' probation period, renewable based on agreed performance targets and deliverables
Reports to	: Project Director, Project Manager and National Project Coordinator
Location	: Federal Territory of Kuala Lumpur

#### **Purpose**

The KM specialist would ensure that implementation of all project aspects related to monitoring and evaluation (M&E), knowledge management and communications are realised according to the conditions of the grant agreement and based on the Project appraisal report. She/he will work closely with KeTSA and the National Biodiversity Centre (NBC) on the development and operationalisation of the knowledge management system, with additional support from FRIM and other stakeholders. Knowledge management efforts will also be closely monitored by the National Peatlands Steering Committee (NPSC) on Peatlands and, in particular, it's National Peatlands Working Committee (NPWC) on Peatlands. She/he will need to ensure effective and timely implementation of all relevant project activities.

#### **Key responsibilities and duties**

- a) finalize, within three months after start of duty, a draft manual on project M&E and knowledge management;
- b) enable effective knowledge management and sharing, results and lessons from the Project will be documented through special studies and knowledge products commissioned by the NPMO;
- c) document and synthesize successful approaches and technologies for sustainable peatland management that have been implemented in the country and for exchanging experiences with other countries. This will include, but not

- be limited to, experience and lessons gained from the project's own demonstration activities;
- d) identify dissemination pathways for scaling up best practice and for informing evidence-based policy dialogue at all levels to speed up broader adoption / uptake of demonstrated sustainable peatland management approaches, especially by the private sector and state governments;
  - e) documented innovations observed during the implementation process;
  - f) coordinate the sharing of Best Management Practices (BMP) concerning, *inter alia*:
    - (i) the participatory development and implementation of integrated peatland management plans, including agriculture, forestry, plantations, conservation, water management, infrastructure development, fire prevention and control;
    - (ii) development of National and State Action Plans on Peatlands (NAPP/SAPP) and associated investment plans;
    - (iii) development of BMPs for oil palm and agricultural and for fire prevention and control on peat.
  - g) support the organization of national workshops on peatland management and policy dialogues at local state and national levels on the application of landscape management approaches to peatlands
  - h) disseminate knowledge documents through dedicated websites and occasional workshops and seminars.
  - i) support the organization of workshops, trainings and peer learning programmes to enhance the capacity and awareness of relevant stakeholders, including government agencies, private sector, Civil Society Organisations (CSOs) and local community groups.
  - j) Work with service providers on the development of supporting materials such as pamphlets, brochures, posters and other publications will be produced and distributed to relevant stakeholders at all levels.
  - k) Ensure liaison and co-ordination with relevant knowledge management officers and programmes, including the ASEAN Programme on Sustainable Management of Peatland Ecosystems (APSMPE) and the ASEAN Agreement on Transboundary Haze Pollution, thereby helping to ensure that lessons from other countries' experience are also taken into account and Malaysia's lessons likewise shared.
  - l) Organize participation of national experts in regional and international meetings and exchange programmes for knowledge sharing and enhancement.

#### *Technical Competencies*

- a) Minimum Bachelor Science in Forestry or equivalent;
- b) At least five years of experience in relevant fields;

- c) Computer-literate including accounting packages and well versed in the use of Excel, Word and basic data base set-ups;
- d) Familiar with government administrative procedures
- e) Experience in working with local communities and NGOs;
- f) knowledge of peatland and forest management in Malaysia;
- 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.

## **TERMS OF REFERENCE FOR CONTRACT STAFFS AT STATE PROJECT MANAGEMENT OFFICES (SPMOs)**

### **4. STATE PROJECT ADMIN / FINANCE OFFICER (SPAFO)**

Job Title	: State Project Admin / Finance Officer (SPAFO)
No. of Vacancy	: Two positions only (Two SPAFO will be based in Selangor and Pahang respectively)
Duration	: Aligned to Project duration
Recruitment	: Respective State Governments <i>(SPAFO for Selangor and Pahang will be jointly recruited by KeTSA, FDPM, UPEN Selangor and BPEN Pahang)</i>
Contract:	: Two-year contract, with six months' probation period, renewable based on agreed performance targets and deliverables
Reports to	: Project Manager, State Project Coordinator (to be finalised by States)
Location	: Selangor and Pahang

#### **Purpose**

The SPAFO would be responsible for financial management and administration of the Project accounts, personnel, equipment, supplies and external services at state level. As head of finance, the SPAFO would take charge of all state-level matters in the Project accounting cycle. This accounting cycle starts from financial-related inputs in AWPB preparation and budget control, committing funds, disbursements and cash flow management in an effective and efficient manner, financial reporting to ensuring smooth audits and facilitation for supervision missions on all financial management and administration aspects.

#### **General scope of the job**

The SPAFO would be contracted by the agency hosting the SPMO to prepare and oversee the implementation of SMPeM at state level. The SPAFO 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 SPAFO would:

- a) Installation of appropriate accounting/reporting procedures to ensure that the NPMO and especially the PD are regularly informed of on-going financial activities and transactions;
- b) Establishing the financial and administrative policies, formats and procedures, including those for service contracting, budgeting and accounts and audit;
- c) Ensuring that administrative and financing directives and guidelines of the SMPPEM are reflected in all Project activity;
- d) Assisting in facilitation and supervision of the tender, award and performance assessment procedures for service contracting;
- e) Communicate to all implementing partner institutions, service providers and grantee recipients their financial and administrative responsibilities, the funds available and how to access it, and the requirements of reporting and record keeping in accordance with prevailing government practices which are acceptable to GoM and IFAD;
- f) Maintain all accounting and administrative records in a form appropriate for regular auditing (at least once a year);
- g) Ensure that all project funds are used in accordance with the conditions of the loan agreements, with due attention to economy and efficiency, and only for the purposes for which the funds were provided;
- h) Ensure that counterpart funds have been provided and used in accordance with the conditions of the grant agreements, with due attention to economy and efficiency, and only for the purposes for which they were provided;
- i) Ensure that all necessary supporting documents, records and accounts are kept in respect of all project activities, with clear linkages between the books of account and the financial statements presented to the financiers;
- j) Ensure that designated accounts are maintained in accordance with the provisions of the loan agreement and in accordance with the financier's rules and procedures;
- k) Ensure that the financial statements are prepared in accordance with International Public Sector Accounting Standards
- l) Liaise with the Finance Officer (FO) at FDPM to audit the Project accounts to meet the required submission dates by IFAD;
- m) Oversee tax matters of the Project, ensuring that tax exemptions for the procurement of goods for the Project are secured at the appropriate time;
- n) Process documentation and follow up on disbursements from the government and IFAD to ensure that releases are not delayed. Ensure that funds, and other supplies for Project implementation are disbursed or released in a timely manner to enable Project interventions to be carried out on time;

- o) Prepare and submit regular withdrawal applications to IFAD and follow up to ensure that the Project does not run short of liquidity;
- p) Follow up on all project funds released to implementing partners for timely retirement and proper utilization;
- q) Ensure that Statements of Expenditure (SOEs) are carefully compared for eligibility with relevant financial agreements and the disbursement handbook, and with budget control discipline;
- r) Ensure that fixed assets are well accounted for and annual verification is undertaken of the condition of assets and their location;
- s) Prepare informative management accounts in the form of monthly, quarterly, semi-annual and annual reports regarding aspects of Project financial monitoring bringing out variances as per approved AWPB and advising implementers as to the limits of expenditure; and
- t) Carry out any other activities that are assigned by the Project Coordinator.

### **Minimum Qualifications**

At least a Diploma in Accounting or Diploma in Business Administration or equivalent.

### **Skills and Experience**

- a) At least five years of relevant work experience in financial management and administration;
- b) Familiar with government administrative procedures
- c) Knowledge of work planning, budgeting and reporting;
- d) Excellent quantitative and analytical skills;
- e) Computer-literate including accounting packages and well versed in the use of Excel, Word and basic data base set-ups;
- b) Knowledge on government administrative and financial procedures;
- c) Good communication skill and ability to plan in order to meet deadlines; and
- d) Excellent in both written and spoken English language and Bahasa Malaysia. Knowledge in other local dialects is an added advantage.



## **TERMS OF REFERENCE FOR CONTRACT STAFFS AT STATE PROJECT MANAGEMENT OFFICES (SPMOs)**

### **5. STATE PROJECT TECHNICAL OFFICER**

Job Title	: State Project Technical Officer (SPTO)
No. of Vacancy	: Two positions only (Two SPTOs will be based in Selangor and Pahang respectively)
Duration	: Aligned to Project duration
Recruitment	: Respective State Governments <i>(SPTO for Selangor and Pahang will be jointly recruited by KeTSA, FDPM, UPEN Selangor and BPEN Pahang)</i>
Contract:	: Two-year contract, with six months' probation period, renewable based on agreed performance targets and deliverables
Reports to	: Project Manager, State Project Coordinator (to be finalised by States)
Location	: Selangor and 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.