

SYARAT DAN KELAYAKAN

Project Manager

Job Title	: Project Manager (PM)
No. of Vacancy	: One position only
Estimated monthly salary	: USD3,500.00 (inclusive of allowances) (salary equivalent to Grade 48/52)
Duration	: Aligned to Project duration
Recruitment	: National
Contract:	: One year contract, 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

1. 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 providing sufficient and appropriate personnel with the right level of resources and other support needed to implement the Project.
2. 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 accountable to the NPSC and NPWC, the government ministries, and relevant IFAD staff. She/he would also be accountable to the Project stakeholders for Project progress, problems, and improvements.

Responsibilities and Duties

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 project's business is conducted efficiently 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 the 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 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 in 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 in 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



**JABATAN PERHUTANAN SEMENANJUNG
MALAYSIA KEMENTERIAN SUMBER ASLI
DAN KELESTARIAN ALAM**

BORANG PERMOHONAN

JAWATAN YANG DIMOHON:

.....
.....

(SETIAP BORANG HANYA UNTUK SATU JAWATAN YANG DIMOHON)

SILA
KEMUKAKAN
GAMBAR
BERUKURAN
PASPORT
(1 KEPING)

BAHAGIAN A: MAKLUMAT PERIBADI

1.	Nama	: (HURUF BESAR)
2.	Gelaran	:	Dato' / Datin / Prof. / Prof. Madya / Encik / Puan / Cik/ Lain-lain (nyatakan):.....
3.	Jantina	:	() Lelaki () Perempuan
4.	No. Kad Pengenalan	:	Lama :..... Baru :.....
5.	Tarikh Lahir	:
6.	Negeri Lahir	:
7.	Negara Lahir	:
8.	No. Sijil Kelahiran	:
9.	Bangsa	:
10.	Agama	:
11.	Status Perkahwinan	:	() Bujang () Berkahwin () Duda / Balu
12.	Status Warganegara	:	() Warganegara () Bukan Warganegara () Penduduk Tetap

BAHAGIAN A: MAKLUMAT PERIBADI

13.	Kumpulan Darah	:
14.	No. Cukai Pendapatan	:
15.	No. KWSP	:
16.	No. Pencen	:
17.	No. SOCSO/PERKESO	:
18.	No.Telefon Bimbit	:
19.	No. Telefon Rumah	:
20.	Emel	:

BAHAGIAN B: MAKLUMAT PASANGAN

1.	Nama	: (HURUF BESAR)
2.	Gelaran	:	Dato' / Datin / Prof. / Prof. Madya / Encik / Puan / Cik/ Lain-lain (nyatakan):.....
3.	No. Kad Pengenalan	:
4.	No. Telefon Bimbit	:
5.	Tarikh Lahir	:
6.	Negeri Lahir	:
7.	Negara Lahir	:
8.	No. Sijil Kelahiran	:
9.	Bangsa	:
10.	Agama	:
11.	Status Pekerjaan	:	() Bekerja () Tidak Bekerja
12.	Pekerjaan	:
13.	Nama Majikan Semasa	:

BAHAGIAN C: MAKLUMAT ALAMAT

ALAMAT TETAP

1.	Alamat	:	<div style="border-bottom: 1px dotted black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 1.2em;"></div>
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4.	Negeri	:	<div style="border-bottom: 1px dotted black; height: 1.2em;"></div>

Alamat surat-menyurat sama seperti di atas ().

Jika alamat surat-menyurat adalah berbeza, sila isikan ruangan di bawah.

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2.	Bandar	:	<div style="border-bottom: 1px dotted black; height: 1.2em;"></div>
3.	Poskod	:	<div style="border-bottom: 1px dotted black; height: 1.2em;"></div>
4.	Negeri	:	<div style="border-bottom: 1px dotted black; height: 1.2em;"></div>

BAHAGIAN D: MAKLUMAT PENDIDIKAN DAN LATIHAN

NAMA INSTITUSI	KELULUSAN	TARIKH SIJIL	GRED

** Sila lampirkan sijil yang berkaitan.*

BAHAGIAN E: MAKLUMAT PENGALAMAN KERJA

NAMA JAWATAN	NAMA DAN ALAMAT MAJIKAN	TEMPOH

** Jika ruangan tidak mencukupi, pemohon boleh membuat lampiran tambahan.*

BAHAGIAN F: PERAKUAN PEMOHON

Saya mengaku bahawa keterangan yang diberikan di atas adalah benar dan betul.

Tandatangan Pemohon
Nama
Tarikh