

# MINISTRY OF HOUSING

## JOB DESCRIPTION

### PROGRAMME DIRECTOR, PROGRAMME MONITORING, COORDINATING AND EVALUATION UNIT

#### **Job Summary**

The incumbent is required to manage and direct the activities of the Programme Monitoring, Coordinating and Evaluation Unit (PMCEU) of the Ministry of Housing (MOH). He is charged with the responsibility for programme execution for the assigned components of the Inter-American Development Bank (IDB) Loan Funded Programme.

**Reports to:** Permanent Secretary

**Supervision Given to:** A multi-disciplinary team of professionals and support staff of the Unit.

#### **Duties and Responsibilities**

- Provides advice and support in the establishment and staffing of the PMCEU.
- Manages the PMCEU on a day to day basis,
- Develops and strengthen collaboration with relevant government agencies partners, the Bank and other stakeholders to facilitate their understanding and support to the Programme.
- Ensures that Programme implementation follows the stipulations of the POM.
- Coordinates and supervises administrative, technical and communication activities necessary for successful Programme implementation.
- Initiates and coordinates the preparation of Annual Work Plans.
- Supervises the development and update of the following tools; Programme-annual Execution Plan (PEP), Annual Operation Plan (AOP), Procurement Plan (PP), Risk Management Plan (RMP), Stakeholder Engagement Plan (SEP) EIA's Risk Matrix (RM), Environmental and Social Management Plan (ESMP) and Progress Monitoring Report (PMR).
- Coordinates and supervises the preparation, monitoring and reporting on the execution of the overall procurement plan of the project for the procurement of works, goods, consulting and non- consulting services consistent with the Bank's procurement guidelines.
- Ensures the provision of logistical and other support to local and international consultants engaged under the Programme.
- Conducts, commissions, and/or coordinates timely monitoring and evaluation activities.
- Supervises Terms of Reference (TOR) preparation, bidding and procurement processes for works, goods, works, consultancies and services.

- Submits disbursements requests and justifications to the Bank.
- Supervises the preparation of financial statements and present evaluation reports.
- Incorporates the use of international best practices in project management.

### **Knowledge:**

- Extensive knowledge of project management practices and principles.
- Extensive knowledge and experience in the application of the international Federation of Consulting Engineers (FDIC) rules.
- Extensive knowledge of the processes applied in the management of the Public Sector investment Programme (PSIP).

### **Skills and Abilities:**

- Ability to plan, organize, direct and coordinate the activities of a Division.
- Skill in programme/project planning, coordination and implementation.
- Ability to use the internet for research purposes.
- Ability to analyse and evaluate projects and to devise effective methods of evaluation. Ability to express ideas clearly and concisely and to prepare reports on programmes and projects evaluated.
- Ability to lead the project/programme implementation process and devise creative solutions to address problems encountered and resolve conflicts.
- Ability to lead and manage a programme of multiple interrelated projects, and to motivate Project Teams.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationship with project stakeholders, associates, other public service employees and the public.

### **Minimum Experience and Training:**

- Training as evident by the possession of a Bachelor's degree in one of the Social Sciences, or Engineering, or in a related field from a recognized University.
- Minimum of seven (7) years' experience in the area of project management.
- Experience in the management of large scale projects funded by International Agencies.