

**UNITED NATIONS DEVELOPMENT PROGRAMME  
VACANCY ANNOUNCEMENT NO. UNDP/SC/2008/**

**Date of Issue: \_\_\_ December 2008**

**Closing Date: \_\_\_ December 2008**

**Post Title : Project Officer**

**Organization: Support to Operationalization of the National Rural Employment Guarantee Act (NREGA)**

**Duty Station : New Delhi**

**Duration: One Year**

**Type of Contract: Service Contract**

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

**Background:**

The Indian National Rural Employment Guarantee Act (NREGA) guarantees wage employment on public works to any adult who is willing to do casual manual work. In case there is inability to provide 100 days of wage employment per household per year, the household will be provided with a daily unemployment allowance. The programme is expected to cover poor households on the principle of self-selection.

Early implementation has thrown up several challenges in implementing the NREGA, including the need for awareness and social mobilization. Without participatory planning and strengthening of existing capacity, the results will not be evident. Effective monitoring and social audit will help address concerns about efficiency and accountability. UNDP provides technical assistance to the Government of India (GoI) to implement NREGA. UNDP has been supporting GoI since April 2006 through projects like "Supporting Operationalization of the National Rural Employment Guarantee Act" and DFID "ICT for NREGA".

Under the UNDP-GOI project "Support to Operationalisation of the National Rural Employment Guarantee Act", the Ministry of Rural Development and UNDP have agreed on several activities such as developing prototype works manuals and schedule of works, developing and field testing training material, producing information to promote wider awareness of NREG provisions and to improve functional literacy of the target population, films that will document progress and train stakeholders, and evaluation of early outcomes.

## Scope of work of the Project Officer

UNDP will appoint a Project Officer on service contract to assist the National Project Director (NPD) and the Project Manager (UNDP-Gol NREGA project) to deliver the activities listed above. The post will be located in the NREGA Technical Cell and the incumbent shall perform her/his duties under the supervision of the NPD. The project officer will liaise with UNDP. The Project Officer will be responsible for coordinating the project activities as per the approved Annual Work Plan and shall also report to the Programme Officer, UNDP. S/he is responsible for integrating the project activities with the overall mandate of the project and coordinating the work of Technical Cell to ensure effective liaison between MoRD, NREGA Technical Cell, UNDP and various responsible parties implementing the Gol-UNDP Project.

Specifically, the Project Officer will be responsible for the following activities:

- Provide technical guidance in formulation of work plans.
- Support the NPD in planning, coordination and monitoring of the project towards effective implementation of the approved annual work plans.
- Participate in periodic project work plan review meetings and discussions related to project implementation, monitoring and follow-up.
- Liaise with all implementing institutions, i.e., with state resource institutions, NGOs, and other technical support organizations, monitor their activities, and collate feed back on progress in implementation. S/he will also be responsible for flagging any potential risks and suggest its mitigation measures.
- Identify capacity building needs of implementing partners and arrange for necessary training.
- Develop in-depth understanding of NREGA design and implementation and work out a strong strategy to ensure timely delivery for NREGA projects.
- Assist with the annual and quarterly planning and budgeting process, development and implementation of all project activities
- Coordinate work relating to preparation of budgetary estimates for all projects of NREGA.
- Coordinate with implementing partners and the Ministry such measures as streamlining of procurement/hiring procedures.
- Ensure UNDP is able to track its funds under the NREGA project at macro and project level.
- Identify the Ministry's requirement for support in terms of NREGA thematic issues, current challenges and opportunities
- Undertake implementation progress assessments of various aspects of NREGA activities/projects.
- Maintain credible relationship with MoRD and other stakeholders.
- Prepare ToRs on the basis of MoRD need for technical support, undertake contracting to provide such support.
- Maintain lists and profiles of prospective resource institutions to meet priority needs and utilize unallocated resources.

- Manage timelines and budgets for delivery; ensure outcomes of acceptable quality.
- Interact with government, civil society, development partners, ministries and other project stakeholders;
- Organize events such as workshops and conferences for consultation and knowledge sharing; Publish reports, reproduce films and other material
- Undertake field visits to track progress made in implementation of the project and take corrective action, as required.
- Liaise with concerned local government bodies on a regular basis to ensure their active participation in the project.
- Ensure compliance of rules and procedures of the Government and UNDP in programme implementation.
- Ensure effective financial management and reporting as per the UNDP financial guidelines.
- Organize evaluation of the project and its elements as per GOI and UNDP rules and procedures.
- Ensure receipt of quarterly progress reports and quarterly financial reports from all project sites, check for slippage, if any, against work plan and take corrective action, monitor progress against baselines.
- Document lessons learned and develop best practices.
- Develop and manage a reporting and exchange of information system for project partners and provide support for up-to-date information flow through electronic and other medium.
- Provide support and guidance, as required, in publishing reports, reproduction of films and other material.
- Any other tasks as assigned by the NPD.

### **Expected deliverables**

The Project Officer will report to the NPD.

In addition to deliverables related to tasks outlined above (annual workplan, quarterly progress reports, etc.), the Project Officer will provide technical support to ensure adequate quality of services are commissioned to implement project activities:

- In conjunction with relevant member of NREGA Technical Cell, the Project Officer will ensure that requirements are assessed and capable agencies engaged to deliver requirements;
- Coordinate with Technical Cell to ensure that planned activities are completed within deadlines and of acceptable quality;
- Dissemination material (print and audio-visual) is reproduced in adequate number to meet requirements.

## Experience

- Master's degree or a first university degree with a relevant combination of academic and professional qualifications.
- Adequate understanding of challenges of development and rural poverty reduction
- 7-10 years of relevant professional experience working with rural communities and civil society organizations, including with management responsibility.
- Familiarity with government policies, programmes and operational systems in India; experience of working closely with senior government officials.

## Knowledge and skills

- Experience in project formulation, implementation and evaluation.
- Excellent organizational / managerial skills.
- Full proficiency in English including excellent writing skills. Working knowledge of one Indian language preferably Hindi would be an asset.
- Word-processing (MS Word), Spreadsheet (Excel), database functions.
- Exposure to community level issues.

**Applications may be submitted along with a covering letter/ e-mail, a brief CV and a write-up not exceeding five hundred words indicating why the candidate may be considered ideal for the said position. Application to this vacancy should be sent to [jobs.in@undp.org](mailto: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: All UN Agencies/ UNDP Projects/Programmes in New Delhi