VACANCY ANNOUNCEMENT

INTERNAL/EXTERNAL

ONLY nationals of this country are eligible to apply. Female candidates are particularly encouraged to apply.

Vacancy Announcement No: VA2013_ISA_EXT_000072  Date of Issuance: 13 September 2013
Post Title and Level: National Programme Coordinator (NPC), NOA
Duty Station: India
Deadline for the receipt of applications: 06 October 2013

Organizational Context

TEMPORARY APPOINTMENT OF PROJECT PERSONNEL – this appointment is limited to the specified project(s) only and does not carry any expectancy of renewal.

The United Nations Industrial Development Organization (UNIDO) is a specialized agency of the United Nations. Its mandate is to promote and accelerate sustainable industrial development in developing countries and economies in transition, and work towards improving living conditions in the world's poorest countries by drawing on its combined global resources and expertise.

The Programme Development and Technical Cooperation Division (PTC) of UNIDO is responsible for providing technical cooperation services on technological and economic issues in the following areas covered by seven branches: Trade Capacity Building; Investment and Technology Promotion; Agri-Business Development; Industrial Policy and Private Sector Development; Environmental Management; Montreal Protocol and Energy and Climate Change.

The mandate of the Business, Investment and Technology Services (BIT) Branch is to enhance the contribution to industrial development of the private sector as the engine of growth for poverty reduction.

The Clusters and Business Linkages (CBL) Unit provides assistance in designing and implementing cluster development strategies and initiatives aimed at promoting local economic systems where firms can network, complement their capabilities, and increase their access to resources and markets within a conducive institutional environment. The Unit also supports business partnerships between large corporations and small suppliers and their integration into national and global value chains, and promotes business strategies based on corporate social responsibility.

The CBL unit has implemented automotive projects relating to the component manufacturing industry in a broad range of countries (India, Russia, Serbia, South Africa).

The UNIDO-ACMA Partnership Programme finds its origin in the recognition of the need of the Indian automotive component industry to be globally competitive and to embrace globally accepted best practices not only in their own operations, but also to vertically extend such practices to their sub-suppliers. The objective of the Partnership Programme therefore was “to strengthen the capacity of Indian small and medium-sized automotive component manufacturers to meet the (stringent quality) requirements of vehicle manufacturers and to enhance their productivity and performance levels so as to facilitate their inclusion into domestic as well as the global automotive supply chains”.

The proposed project, “Supporting small and medium-sized manufacturers in the automotive component industry in India: Deepening and widening the services provided within the framework of the UNIDO-ACMA-DHI Partnership Programme”, which builds on close cooperation and coordination between ACMA and UNIDO, thus pursues the following core objectives:

• Enhancing the performance of domestic SMEs in the automotive component industry to facilitate their inclusion into national, regional and global supply chains and meeting relevant supply chain requirements (quality, cost, and delivery, as well as OHS, energy efficiency and environmental management standards).

• Enhancing the sustainability of the Partnership Programme through the consolidation of the institutional set-up, expansion of the UNIDO-ACMA methodology and the extension of the pool of well trained national experts and counsellors.

• Expanding the outreach of the Partnership Programme to upgrade and enhance the competitiveness of an increasing number of target companies along the supply chain in India, including lower tier suppliers.

The project has a duration of three years and the appointment is expected to cover the entire project duration. Contracts will
be issued on a yearly basis, with an initial probationary period of 3 months.

The duty station in India is Pune.

Main Functions

The National Project Coordinator (NPC) will be responsible, under the general supervision of the UNIDO Project Manager, for the implementation, efficient management of the project and for routine activities as per the project document in collaboration with the national project team. The NPC will work in close collaboration with ACMA and the international and national expert team supporting the implementation of this project and will particularly fulfil the following duties:

OVERALL PROJECT MANAGEMENT: Plan, program and manage the activities foreseen as per the project document by providing the necessary technical and administrative inputs. More specifically, the NPC will be responsible for the achievement of the following project results:
1. The programme’s progress and effectiveness is assessed on a continuous basis through a well-defined M&E framework.
2. New clusters have undergone a baseline assessment, including the determination of possible partner institutions for participation in the Programme.
3. A revised and adapted UNIDO-ACMA methodology includes, besides a focus on company upgrading and supplier development, modules relating to new issues of particular relevance to the automotive component industry, including e.g. cleaner production, energy efficiency, occupational health and safety.
4. National experts and representatives of business support and training institutions have the capacity to organize and facilitate trainings on the enhanced UNIDO-ACMA methodology.
5. Selected supplier companies receive continuous assistance over a specified counselling period and apply the above-mentioned methodologies to their production and skills development processes.
6. The effectiveness of the Partnership Programme has been rigorously assessed against national/international practices, and related policy recommendations formulated.

Outputs:
- Preparation of detailed monthly work plans
- Weekly progress reports
- Relevant inputs for implementation reports
- Continuous support provided to the UNIDO PM and ACMA
- The revised and updated UNIDO-ACMA methodology has been finalized and codified and can be readily accessed by counselors, experts and other interested parties, as appropriate

WORK PLANS AND MONITORING: In close cooperation with the UNIDO international expert, elaborate a monitoring framework, consistent with the logical framework, and with an indication of results/milestones as well as baseline data/information where available.
Output: Preparation of detailed monthly workplans and progress reports for the UNIDO PM and ACMA with direct/clear reference to the monitoring system

CONTRACTING: Provide support to UNIDO and ACMA in the preparation of job descriptions, requests for proposals and budget estimates for national experts and national subcontractors, assist in the search and screening/pre-assessment of relevant experts / suppliers / service providers. While the UNIDO and AMCA will take the hiring decisions, the NPC will be consulted, if and when appropriate, and eventually be responsible for managing and coordinating national experts and subcontractors.
Outputs:
- National Experts hired
- Firms/contractors/ service providers contracted

NETWORKING: Based on consultation with UNIDO and ACMA, establish/maintain contacts to relevant local business support and advisory institution for information purposes and appraisal of possible synergies. Likewise, establish/maintain good contacts to other technical assistance agencies and development partners to facilitate information exchange and pursue project-related synergies, as appropriate.
Outputs:
- Wider stakeholder base is informed about the project
- Synergies and coordination with other initiatives of relevance realized

SUPPORT COMPANY COUNSELING ACTIVITIES:
- Finalize the counseling offer, describing all programmes/modules offered, their duration, cost and payment mechanism and validate with UNIDO and ACMA.
- Organize awareness workshops in potential target clusters and assist companies in subscribing to the various programmes/modules;
- Participate as a resource person in key training programme and monthly review meetings in the cluster to the extend time allows.
Outputs:
- Companies are aware of and register for the various counseling programmes / modules offered
- Technical inputs to relevant trainings and meetings provided

GENERAL SUPPORT FUNCTIONS – REPORTING, COORDINATION:
- Prepare weekly activity reports including on the activities carried out, the achievements and reasons for delays and regularly update the work plan.
- A detailed end-of assignment report pertains to the regular reporting activities of the expert.
- Prepare regular component reports (as per project requirements) on progress achieved and in line with the monitoring system designed.
- Support UNIDO and ACMA in the compilation of regular reports (as per DHI requirements) on the implementation of activities.
- Participate in project-related meetings (incl. Steering Committee Meetings) with the DHI and other relevant institutions, if and when requested.
- Undertake any other assignments related to a timely and effective implementation of the project as requested.

Outputs:
- Weekly activity reports
- Regular progress reports
- Meeting minutes
- Specific/additional inputs for implementation reports, as appropriate
- Final report

Core Competencies:
Core values: integrity, professionalism, respect for diversity
Core competencies: results orientation and accountability, planning and organizing; communication and trust, team orientation, client orientation, organizational development and innovation
Managerial competencies (as applicable): strategy and direction, managing people and performance, judgment and decision making, conflict resolution.

Minimum Requirements
Education:
University - Master's degree or equivalent, Engineering - Technical studies, Economics or related subjects

UNIDO Languages:
English (Fluent).

Computer skills:
Computer operations and concepts (Fully proficient), E-mail (Fully proficient), Internet (Fully proficient), Spreadsheets (Fully proficient), Word processing (Fully proficient).

Field of Expertise:
• Advanced university degree in Engineering, Technical studies, Economics or related subjects. A first level university degree would be acceptable if combined with strong professional experience of relevance to the automotive industry.
• Strong and specific experience of at least 10 years in the automotive or related industries.
• At least 5 years of professional experience in the design, development and implementation of projects with a focus on supplier development and/or the provision of business support services.
• Proven experience in management capacity.
• Excellent communication, drafting and writing skills, as well as experience in working within multi-functional and multi-cultural teams.

Visit the UNIDO web site for details on how to apply: www.unido.org

NOTE: The Director-General retains the discretion to make an appointment to this post at a lower level.