

JOB DESCRIPTION

Position title:	Legal/Contract Administration Specialist
Immediate Supervisor:	Project Director
Second Level Supervisor:	Deputy Mayor

Scope of the job: The Legal/Contract Administration Specialist will be responsible for providing advice to the Project Director, the PIU staff, the Municipality, the Government Supervisory Board and ADB on all legal issues affecting the SUDIP T1 and T2 projects, the preparation of subsequent Tranches and the PIU operations. The Legal/Contract Administration Specialist will be responsible for identifying and analyzing legal issues, negotiating and drafting key documents, administering the consultants and civil works contracts, presenting recommendations and assuring legal compliance with Framework Financing Agreement (FFA), Loan and Project Agreements (LA and PA) and other project documents, as well as Armenian Legislation. He/she works with different teams of the PIU, as well as the consultants to coordinate and streamline internal processes. He/she prepares reports on Borrower's compliance with loan covenants to the Project Director on a monthly and quarterly basis, consolidates and submits quarterly performance and completion reports to ADB. He/she serves as liaison between the consultants, Municipality, the EA, and ADB and develops and maintains direct relationships with government authorities.

Responsibilities of the Legal/Contract Administration Specialist:

1. Overall management of the SUDIP T1 and T2 projects and preparation of subsequent Tranches:

- Ensure that all aspect of the project, including but not limited to procurement, resettlement, contracts management comply with the FFA, LA and PA, and other project documents, Armenian legislation and address legal issues as they arise;
- Coordinate and support the Project Director and the PIU staff to prepare, submit and obtain approvals, if needed of ADB, Supervisory Board and other government stakeholders of all the milestone documents/reports/deliverables related to finance, safeguards, procurement, contract administration, project performance, etc.;
- Advise the Supervisory Board, the Project Director and the PIU staff on legal issues;
- Monitor the consultants' and contractors' activities to ensure compliance with ADB policies and Armenian legislation;
- Prepare and advise on all types of contracts to be concluded under the project for the implementation of the project;
- Work with PIU relevant teams, consultants to streamline the internal review process so as all cross-cutting aspects of the submitted deliverables/reports are incorporated and reflected in a timely manner and with due quality;
- Coordinate with the PIU staff, the Municipality, the GSB, Government authorities, the consultants and ADB and support preparation of Periodic Financing Requests for subsequent tranches;
- Other relevant tasks and responsibilities as requested by the Project Director.

2. Specific Activities

• Legal

- Participate in negotiations, prepare and advise on all types of contracts to be executed under the project;
- Cooperate with representatives of the Municipality, Government authorities regarding the Borrower's responsibilities under the FFA, LA and PA;
- Provide overall guidance and leadership to the consultants, the Municipality and the GSB on all matters related to the Safeguards issues;
- Contribute to the update of the LARF and EARF, if required;
- Represent the PIU/Municipality before courts and in arbitral proceedings;
- Other responsibilities set forth in legal documents, Armenian legislation and the organizational documents and policies, as each may be amended from time to time;
- Perform other legal duties as requested by the Project Director.

• Coordination

- Coordinate and ensure finalization and adoption by the PIU of project operations manuals (administrative, finance, procurement and safeguard) and make revisions thereof, if needed;
- Work with PIU relevant teams, consultants to streamline the internal processes, including review, so as all cross-cutting aspects of the submitted deliverables/reports are incorporated and reflected in a timely manner;
- Coordinate and support the Project Director and the PIU staff to prepare, submit and obtain approvals, if needed of ADB, Supervisory Board and other government stakeholders of all the milestone documents/deliverables related to finance, safeguards, procurement, contract administration, project performance, etc.;
- Consolidate and prepare quarterly performance and completion reports received from PIU relevant teams and ensure timely and quality submission to ADB;
- Prepare the submission documents to the Supervisory Board.

• Contracts administration

- Prepare a schedule of reports/deliverables of consultants and contractors based on the Contracts and monitor actual performance. Identify delays; discuss the reasons and corrective measures with corresponding PIU staff, contractors and consultants. Prepare recommendations to the Project Director;
- Monitor quality of deliverables submitted by contractors and/or consultants. Identify the reasons for poor quality; discuss the reasons and corrective measures with the PIU relevant staff, contractors and/or consultants. Prepare recommendations to the Project Director;
- Check payment invoices, submitted by contractors and consultants to assure the availability of all documents, required by contract. In cases of inconsistencies, develop corrective measures in discussion with PIU corresponding staff, consultants and contractors. Prepare recommendations to the Project Director;
- If needed in coordination with corresponding PIU staff, prepare variation orders and obtain required approvals.

Knowledge and qualifications:

- Degree in law, or related field;
- At least 5 years experience in implementation of infrastructure projects with similar scale and complexity in public or private sectors;
- Excellent Armenian and English written and oral communication skills;
- Familiarity with policies and procedures of international organizations, in particular (World Bank, EBRD, Millennium Development Corporation or other donors);
- Computer literacy (At least Word, Excel, PowerPoint);

Professional Competencies:

- Results-oriented;
- Excellent analytical skills;
- Excellent presentation and facilitation skills;
- Demonstrated diplomatic and negotiating skills;
- Strongly developed problem-solving and decision making skills;
- Managerial skills;
- Planning and Organization skills;
- Cooperation/Teamwork;
- Report writing skills.

Terms and Conditions of Service:

Terms and conditions of employment are governed by Armenian Legislation, Yerevan Municipality policies and procedures and employment contract. Job description is an integral part of the employment contract.