

JOB DESCRIPTION

Position title: Institutional Specialist
Immediate Supervisor: Project Director
Second Level Supervisor: Mayor Advisor

Scope of the job: The Institutional Specialist implements, administers and monitors the Institutional Strengthening and Improvement Component of the Tranche 1 of the Sustainable Urban Development Investment Program (SUDIP). He/she oversees project management and institutional strengthening consultants' (PMIC) operations related to institutional strengthening and improvement. He/she prepares reports on the progress and achievements under the component to the Project Director on a monthly and quarterly basis. He/she serves as liaison between the PMIC, the Municipality, the EA (if needed) and ADB; and develops and maintains direct relationships with private sector and other government authorities on issues related to the institutional strengthening and improvement components and its activities.

Responsibilities of the Institutional Specialist:

1. Overall management of the Institutional Component of the SUDIP T1:

- ☐ Based on the PMIC ToR and other project documents (Loan and Project Agreements, Design and Monitoring Framework, FAM, etc.) design and develop management framework for the overall institutional strengthening component with clear outputs and outcomes, activities and timelines, quality assurance and control mechanisms, monitoring procedures, possible risks with risk management plan, etc. and using relevant computer-based project standards
- ☐ Monitor the implementation of the management framework and provide monthly, quarterly and completion reports to the Project Director, Advisor to Mayor and ADB on the progress and implementation of the management framework
- ☐ Troubleshoot any implementation concerns and suggest solutions to the Project Director/Advisor to Mayor and PMIC (if needed)
- ☐ Serve liaison between the PMIC, the Municipality, the EA (if needed), ADB, private operators and other project stakeholders;
- ☐ Carry out other tasks and responsibilities as requested by the Project Director, Mayor Advisor and/or prescribed in the Loan and Project Agreements and other project documents.

2. Implementation of institutional reforms as prescribed in the PMIC contract/ToR

- ☐ Support the PMIC institutional strengthening team in collecting data;
- ☐ Facilitate PMIC consultations/workshops with different municipal and government bodies, and private sector operators and the public;
- ☐ Provide first review and opinion on various reports and outputs related to the institutional strengthening prepared by the PMIC;
- ☐ Facilitate feedback of the Project Director, other competent municipal and government stakeholders and ADB on various transport reforms (legislative, institutional, etc.) suggested by the PMIC;

- ☐ Contribute and provide recommendations to the Project Manager and other municipal and government stakeholders on the PMIC recommendations/suggestions;
- ☐ Deal with contract variations, claims or requests related to the institutional component, as necessary and coordinate with other PMU staff;
- ☐ Ensure timely approvals or comments on the PMIC reports/outputs related to the institutional strengthening component.

Knowledge and qualifications:

- ☐ University degree in municipal infrastructure, public affairs, urban transport management or related field;
- ☐ At least 5 years experience of implementation of similar institutional strengthening projects in public or private sectors;
- ☐ Extensive knowledge of business practices and procedures;
- ☐ Experience in strategic planning and execution, project administration;
- ☐ Knowledge of computerized information systems;
- ☐ Excellent Armenian and English written and oral communication skills;
- ☐ Familiarity with the goals and procedures of international organizations, in particular (World Bank, EBRD, IFC, KFW, Millennium Development Corporation or other donors);
- ☐ Computer literacy (At least Word, Excel, PowerPoint);

Professional Competencies:

- ☐ Results-oriented;
- ☐ Excellent analytical skills;
- ☐ Excellent managerial skills;
- ☐ Excellent presentation and facilitation skills;
- ☐ Strongly developed problem-solving and decision making 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.