

Scope of Services

Position:	Project Manager-Road Maintenance & Technical Assistance
Division:	Project Delivery
Reports to:	Deputy Executive Director-Engineering
Band:	D

Background & Project Description
<p>Millennium Challenge Compact was signed on September 14, 2017 between the United States of America, acting through the Millennium Challenge Corporation (MCC), a United States government entity, and the Federal Democratic Republic of Nepal, acting through its Ministry of Finance. The Compact aims to increase the availability and reliability of electricity, maintain road quality, and facilitate power trade between Nepal and India helping to spur investments, and accelerate economic growth. The Compact Agreement is currently in implementation stage, and is valid for a period of five years from the date of Entry-Into-Force (EIF), i.e. August 30, 2023.</p> <p>Pursuant to the aforementioned agreement, the entity charged with implementing the project has been established as the Millennium Challenge Account Nepal (MCA-Nepal). This position will assume a critical role in the success of MCA-Nepal.</p>
Position Objective
<p>As a Manager, this position is responsible for leadership, management, and implementation of the Road Maintenance Project (RMP) activities involving the Strategic Road Maintenance Works and Technical Assistance as set forth in the Compact.</p>

Duties and Responsibilities
<p>Project Management:</p> <ul style="list-style-type: none">• Maintain project schedule for all project components and ensure all activities are conducted as per approved schedule;• Ensure all relevant project management tools are developed and updated in a timely manner, including but not limited to: work plans (schedules), procurement plans, detailed financial plans (budgets), risk management plans and scoping documents (activity descriptions, terms of references, etc.);• Manage quarterly and annual budget planning tools, monitor progress against budgeted activities and ensure availability of sufficient funds for implementing scheduled activities;• Lead contract management activities for RMP, ensuring contractual performance for all RMP contracts with particular focus on quality of deliverables within deadline;• Assist MCA-Nepal Procurement team with technical inputs in any procurement activities which may be undertaken for the selection of a firm;• Approve reports from any Consultant/Contractor or Implementing Entities, and address any implementation problems and delays and recommend actions to keep Project progress on track.

People Management:

- Supervise and manage RMP staff proactively;
- Interface with MCC field staff based in Nepal and technical staff based out of Washington DC;
- Work closely with other MCA colleagues including procurement, environmental, social and gender experts allocated for the project with accountability and leadership;
- Coordinate with the Environmental and Social Performance of MCA-Nepal to ensure the correct application of MCC and Government of Nepal (GoN) environmental guidelines, policies and regulations in the execution of all Project Activities with a particular interest towards timely completion of assigned tasks and deliverables.

Stakeholder Management:

- Coordinate with all relevant stakeholders and implementing entities to give and receive information pertinent to the RMP in a timely manner;
- Act as the focal point and regularly communicate with Department of Roads (DoR), Road Boards Nepal (RBN) and Ministry of Physical Infrastructure and Transport (MOPIT) on status of projects and status of the activities for RMP under the Program Implementation Agreements (PIA).

Technical Oversight:

- Provide technical guidance to design, pavement recycling, and superpave asphalt projects during design and implementation of works;
- Manage contractors and review field reports ensuring works are being completed properly and on time;
- Ensure data collection and effective use of IRI, SDI and Deflections on Nepal's Strategic Road Network (SRN) per the Compact and provide necessary remediation measures if needed to ensure GoN compliance;
- Ensure that GoN road maintenance matching fund requirements are being budgeted and allocated per the Compact and PIA requirements;

Other tasks and responsibilities as requested by the supervisor.

Position Requirements (*Education, Experience, Technical Competencies*)**Required :**

- Bachelors' Degree (Required) and Advanced (Master's Degree or higher preferred) from a recognized institution in the following or equivalent fields: Civil Engineering, Engineering, Structural Engineering, Transport Engineering (an additional 5 years of experience can be substituted for a Master's degree);
- At least 10 (ten) years' experience (notwithstanding whether earned before, after, or during pursuit of required academic qualification) in roads construction/rehabilitation projects.

Preferred:

- Experience managing staff and projects of similar size with minimal supervision, including preparing terms of references for hiring consultants (designers, advisors, program managers), and construction contractors, preparing budgets for their hiring, managing budgets for social inclusion activities, evaluating the procurement processes, negotiating and awarding the contracts, manage the hired consultants and contractors for a timely and quality implementation;

- At least 5 years' cumulative experience (notwithstanding whether earned before, after, or during pursuit of required academic qualification) with HDM4 and its application in practice with managing a road network;
- Professional license or accreditation in Civil Engineering or equivalent field;
- Multilateral donor funded projects in the directly relevant sectors working with or representing private sector in international settings under hard deadlines; completed projects references will be given additional advantage;
- Willing to undertake regular field visits and interact with different stakeholders;
- Computer skills (MS office, MS Project);
- Good written and verbal communication skills in English.

This Position Description is subject to revisions/updates as necessary to ensure alignment to the organization's strategic direction and structure. Revisions to the description are subject to applicable Human Resources policies and procedures, and official versions of each Position Description are maintained by Human Resources.