

TERMS OF REFERENCE

(Individual Contractor Agreement)

I Post Information	
Title	Global Management & Oversight Senior Advisor
Unit	Regional Portfolios (RPO)
Duty Station	Copenhagen, Denmark
Contract / Level	ICS12
Duration of initial contract	Open-ended
Supervisor:	Director of Regional Portfolios (D-RPO)

II Organisational Context

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement and infrastructure services to a wide range of governments, donors and United Nations organizations.

UNOPS portfolio delivery is operationalised via:

- Africa Region (AFR)
- Asia Region (AR)
- Europe & Central Asia Region (ECR)
- Latin America & Caribbean Region (LCR)
- Middle East Region (MR)
- New York Service Cluster (NYSC)

Furthermore, portfolio development is led and supported from within UNOPS corporate Partnership and Liaison Group (PLG).

Following a recent restructuring, a position of Director of Regional Portfolios (D-RPO) has been created. The D-RPO is entrusted with the responsibility to provide strategic leadership and oversight across the UNOPS regions and the corporate Partnership and Liaison Group.

Reporting to the D-RPO, the position of Management & Oversight Senior Advisor is being established to provide substantive advice and support the D-RPO in effective leadership, coordination and oversight of the regional portfolio. The incumbent will work closely with the Regional Directors, the relevant HQ units, Regional Management & Oversight Advisors and other internal senior stakeholders. The role is responsible for:

- Providing strategic advice to the D-RPO, with particular focus on financial stewardship, operational excellence, effective and productive workforce management and delivery of results - across the regions;
- Providing advice to the D-RPO related to organisational and portfolio performance improvement and knowledge sharing across the portfolio. Coordinating improvement and knowledge sharing initiatives and overseeing their implementation;
- Coordinating and monitoring of implementation progress for the strategic corporate initiatives - across the regions;
- Supporting the Regional Directors and Regional M&O Advisors, working closely with the relevant HQ units and senior stakeholders.

III. Functions / Key Results Expected

1. Strategic advisory
2. Operational performance oversight and coordination
3. Performance improvement
4. Knowledge management and innovation

The incumbent advises and supports the D-RPO with respect to the following responsibilities and activities:

Strategic advisory

- Conduct review and provide endorsement to the global portfolio strategies and business plans, ensuring alignment with the UNOPS strategic plan;
- Evaluate overall activities/initiatives in the global portfolio to ensure alignment with organisational objectives, framework and standards of accountability, ethics and integrity and to ensure that portfolio delivery and business development are mutually reinforcing;
- Facilitate integration and coordination of initiatives for the portfolio globally, as appropriate;
- Identify and keep the D-RPO updated on common or significant trends, opportunities, risks and specific issues across the global portfolios that need attention;
- Keep abreast of organisational changes to make recommendations on the strategies in the portfolio and approaches to business development, management of project portfolio and delivery of sustainable results;
- Collaborate with relevant HQ Units and policy holders, advising on development, review and updates to the relevant policies; advise on the communication, implementation and monitoring of relevant policies.

Operational performance oversight and coordination

- Review and endorse proposed regional targets in terms of process excellence, workforce management excellence and financial stewardship;
- Develop global standards for effective management and oversight of portfolios operational performance. Work closely with the Regional Management & Oversight Advisors - enabling cohesion and operational performance coordination across the regions;
- Monitor and oversee the performance across the portfolio; provide guidance and support in relation to actions required to achieve targets;
- Oversee the portfolio performance and execute appropriate controls, with particular focus on cost recovery and attribution of costs, and other high operational risks;
- Coordinate with relevant UNOPS HQ units, to ensure prioritisation, alignment and coherent interactions with the region; actively engage with internal stakeholders and HQ units to make sure that country and regional perspectives are reflected in HQ-led initiatives;
- On behalf of the Director of Regional Portfolios, participate in and report on the relevant coordination meetings, working groups, task-forces, etc.;
- Coordinate and maintain regular communication with all regions on their needs and request for support;
- Coordinate preparation of substantive briefs for the D-RPO on regional opportunities and challenges.

Performance improvement

- Drive and support world-class performance, organizational excellence and continuous improvement, as well as nurture a high-performance management culture;
- Make recommendations to the D-RPO on matters related to performance and efficacy of regional operations;
- Recommend to the D-RPO, changes to structural arrangements within and between entities in the regional structure, including cross-functional integration and coordination within the region, in accordance to UNOPS standards on organisational structures;
- Develop and implement a performance monitoring system to provide oversight of the cross-regional performance measures and tracking of improvement initiatives.




Knowledge management and innovation





- Actively engage with UNOPS' Implementation Practices and Standards unit as well as the regional portfolios, to capture and provide a synthesis of best practice, lessons learned and ensure harmonisation of practices across the regions;
- Facilitate and encourage the sharing of information, knowledge and best practices across the regions, achieving dialogue throughout the RPO;
- Contribute to the planning, implementation and organisation of strategic capacity building of personnel, partners and stakeholders for strategic business development and engagement.

IV. Impact of Results

The effective and successful achievement of results by the incumbent directly contributes to the visibility and image of the UNOPS brand, as an effective service provider in project services and management and consequently strengthens its competitive position as a partner of choice in sustainable development and project services.

V. Competencies

	<p>Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization.</p>
	<p>Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.</p>
	<p>Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others.</p>
	<p>Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).</p>

	<p>Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.</p>	
	<p>Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behaviour. Performance is consistent, even under pressure. Always pursues continuous improvements.</p>	
	<p>Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.</p>	
	<p>Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.</p>	

VI. Recruitment Qualifications

<p>Education:</p>	<ul style="list-style-type: none"> ▪ An Advanced University Degree (Master's or equivalent) in Business Administration, Finance, Political Science, International Relations, International Development, Social Sciences or a related discipline is required; ▪ A First-Level University Degree (Bachelor's) in combination with 2 additional years of relevant professional experience may be accepted in lieu of the advanced university degree.
<p>Experience:</p>	<ul style="list-style-type: none"> ▪ Minimum of 10 years of experience in management and advisory/coordination roles; ▪ Demonstrated experience working in project and programme management, international development, post-disaster and/or emergency contexts; ▪ In-depth knowledge of development issues and current donor and sectoral trends; ▪ Field work experience in at least two UNOPS regions (Field work experience is required); ▪ Proven ability to collaborate with and oversee diverse and senior teams; ▪ Experience in an international organizations is an asset; ▪ PRINCE2® Foundation Certification or equivalent is desirable; ▪ PRINCE2 Practitioner Certification or equivalent is an asset.
<p>Language Requirements:</p>	<p>Excellent writing and oral skills in English. Working knowledge of Arabic, French or Spanish is an asset.</p>

