

I. Post Information

Position Area: Project Management Support Position Level: Senior Position Function: Management Support Title: Project Management Support – Senior Officer Organizational Unit: UNOPS Haiti Country Office Duty Station: Port-au-Prince Reports to: Project Manager Source of Funding (<i>project/non-project</i>): Multiple	Current Grade: Proposed Grade: ICS-9 Approved Grade: Post Classified by: Classification Approved by:
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II. Organizational 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. UNOPS supports partners to build a better future by providing services that increase the efficiency, effectiveness and sustainability of peace building, humanitarian and development projects. 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.

The Project Management Support – Senior Officer reports to the Project Manager who provides broad supervision and guidance. The role is responsible for supporting the Project Manager with the day-to-day operations of the mission and coordinating mission progress and implementation. He/she maintains a close eye on the operational and financial performance, identifies probable issues that may need attention, supports in problem analysis and solution identification as necessary, coordinate resolution as per action-items assigned, drafting required correspondences to stakeholders concerned and preparation of mission reports. Project Management Support – Senior Officer is most likely be required to work in complex and challenging environments with limited resources.

III. Functions / Key Results Expected

Summary of functions:

1. Project Implementation
2. Financial and procurement management
3. Stakeholder management, coordination and liaison
4. Knowledge management and innovation

1. Project implementation

- Preparation and maintenance of project files, including internal and external project reports.
- Manage information flows and oversee change controls, risk registers and issue management by establishing document control procedures

- Manage assigned delivery of work packages and take responsibility for progress.
- Coordinate and liaise with the Project Manager on the implementation progress.
- Advise the Project Manager of any deviations from the plan and update plans.
- Work with Project manager to identify and manage risks.

2. Financial and procurement management

- Maintain all supporting project financial documents for audit and review processes.
- Ensure accurate data entry into UNOPS ERP system (OneUNOPS) and OneUNOPS Projects – as appropriate.
- Monitor project budget and financial expenditure and all administrative procedures in line with the work-plan.
- Process direct payments, advance requests, and prepare project budget revisions.
- Produce financial reports; including developing financial monitoring and reporting formats as per UNOPS requirements.
- Support the Project Manager by monitoring budgets, cash flow and reporting on expense obligations to ensure that deliverables are met.
- Alert the Project Manager or any financial shortfalls and over-expenditures.
- Propose budget revision and initiate corrective action when necessary.
- Coordinate vendor communications, meetings, and reports as necessary

3. Project monitoring and reporting

- Provide substantive inputs to assist the Project Manager in the preparation of project reports and documents, ensure compliance with contractual obligations and UNOPS policies, processes and procedures
- Maintain records of project files and other supporting documents.
- Maintain the following records: Quality Register, Configuration Item Records and all other registers/logs delegated by the Project Manager
- Support the Project Manager in maintaining the following:
 - i. Electronic Blue File,
 - ii. Procurement, HR and Finance files as required by UNOPS policies
- Manage the compilation, consolidation and analysis of relevant data of the mission

4. Stakeholder management, coordination and liaison

- Support the coordination and management of communications
- Liaise and build relationships with other United Nations (UN) agencies and international non-governmental organizations (I/NGOs) for the purposes of facilitating activities and improving the quality and relevance of information analysis.
- Participate in meetings with UN agencies, NGO's and other Stakeholders as required.

5. Knowledge management and innovation

- Support the compilation of lessons learned as per defined reporting format.
- Ensure that Local capacities are built at every level and opportunity for Project Management Support.
- Contribute to the dissemination and sharing of best practices and lessons learned for planning and knowledge building.
- Contribute to expertise in tools and techniques

IV. Impact of Results

The Project Management Support – Senior Officer directly impacts on achievement of project results by assisting the Project Manager to adhere to project management methods and strategies, reduced risks, cut costs and improved quality and success rates. This consequently reinforces the visibility and image of UNOPS as an effective service provider in project services and management and strengthens its competitive position as a partner of choice in sustainable development and project services.

V. Competencies



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.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles



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).



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>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 behavior. 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	
Education:	A Bachelor degree in a relevant field (e.g. Business Administration, Logistics, Emergency Management, International Relations).
Certification:	PRINCE2® Foundation/Practitioner an asset, but required completion within first 6 months of onboarding.
Experience:	<p>A minimum of 4 years relevant and progressive professional experience, specifically in the field of Operations Management with focus on monitoring, reporting, development and coordination.</p> <p>Experience in humanitarian emergency operating contexts, including humanitarian coordination mechanisms, donors, security, and operations management.</p> <p>Experience and demonstrated knowledge of UN rules and procedures in Procurement, Finance, HR Management and administrative rules and regulations will be an advantage.</p> <p>A combination of a Technical/Professional diploma with an additional 2 years of relevant work experience may be accepted in lieu of the education requirements outlined above.</p>
Language Requirements:	<p>Full working knowledge of French and English is essential.</p> <p>Fluency in one or more additional official UNOPS languages is an advantage.</p>

VII. Signatures- Post Description Certification		
Incumbent (if applicable):		
Name:		
Title:	Signature:	Date:
Supervisor:		
Name:		

Title:	Signature:	Date:
Chief Division/Section:		
Name:		
Title:	Signature:	Date: