



## **TERMS OF REFERENCE (Individual Contractor Agreement)**

Title: Project Management Support Officer (Risk Management)  
Project: PharmaMX  
Duty Station: Mexico City, Mexico  
Section/Unit: LCR, MXPO  
Contract/Level: ICS8 - IICA1  
Duration: Ongoing  
Supervisor: Deputy Project Manager (IICA-3)

### **1. Background Information and 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. 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. With over 6,000 personnel spread across 80 countries, UNOPS offers its partners the logistical, technical and management knowledge they need, where they need it. By implementing around 1,000 projects for our partners at any given time, UNOPS makes significant contributions to results on the ground, other in the most challenging environments.

In line with the framework agreement signed with the Government of Mexico, UNOPS supports the different collaboration initiatives by the government that are aimed at the fight against corruption and transparency in the public management; as well as in the exercises aimed at the strengthening government actions in the areas of acquisitions, infrastructure and management of high impact projects in Mexico.

UNOPS work in Mexico is aligned to the needs of partners which require strategic and operational perspectives, and effective and efficient management of resources to ensure transparency while promoting the continuous development and strengthening of internal processes to achieve high-quality results.

### **Specific Project Information (PharmaMX)**

The objective of the project is to support the Government of Mexico in its effort to guarantee the right to health to the largest number of inhabitants through the planning and



management of the consolidated purchase of medicines (period 2021-2024), as well as assistance in the profiling of the system and model of consolidated purchase of medicines for the health sector of the Government of Mexico. This project has 2 main components:

- COMPONENT 1 (Transparent Procurement of Pharmaceuticals) -Management of multi-year consolidated purchase of medicines and medical supplies (supply of needs during the period 2022-2024) for an estimated amount of US\$ 6 billion.
- COMPONENT 2 (Strengthening of national capacities) - Strengthening and capacity building to the consolidated purchase mode of medicines for the health sector of the Government of Mexico.

## **2. Functional responsibilities**

The Project Management Support Officer (PMSO) primary role is to support the Deputy Project Manager, Project Management Stakeholders, and relevant teams with the improvement of project performance by contributing to the development of action plans and with the aim of increasing productivity, managing project costs, and keeping projects on schedule for completion as well as identifying risks at the project level..

She/he supports the administrative, operational and financial performance, identifies probable risks and issues that may need attention, contributes in problem analysis and solution identification as necessary, coordinates resolution as per action-items assigned drafting required correspondences to stakeholders concerned.

The PMSO directly impacts the achievement of project results by assisting the Deputy Project Manager to implement effective project management methods and strategies, reduce risks, and improve success rates. This consequently reinforces the visibility and image of UNOPS as an effective service provided in project services and management and strengthens its competitive position as a partner of choice in sustainable development and project services.

### Summary of functions:

- I. Risk Management
- II. Project Delivery and Performance
- III. Stakeholder management, coordination, and liaison
- IV. Knowledge building and knowledge sharing

#### **I. Risk Management**

- Review project plan and lead activities related to mitigation, planning, control as well as identifying and escalating project risks.

- Provide input data for assigned scope and assist in the continuous improvement risk management process.
- Conducts risk assessments of identified risks in the project to foresee and analyze current/potential risks in a timely manner.
- In collaboration with the Project Management Office contribute to the development of methodologies to be used, validating and verification processes related to risk outputs.
- Prepare risk reporting documents tailored to the relevant and different audiences (senior leadership, partner, project team, etc).
- Analyze audit findings and assist in implementing audit recommendations.
- In collaboration with the Project Management Office, advocates that UNOPS risk and issue management tools are applied effectively following UNOPS risk management processes.
- Provide risk-related sound contributions to enhance processes and to avoid any possible operational risks.
- In collaboration with the risk management team in Mexico's office, enhance risk awareness amongst personnel by providing support and training as needed.
- Maintain databases and perform updates as necessary to ensure the accuracy of the information.

## **II. Project Delivery and Performance**

- Follows-up the successful implementation of the project risks plans.
- Oversight and provide project support to project teams in risks related matters.
- Maintain thorough risk-related knowledge of the project, as well as a deep understanding of how that impacts internal and external stakeholders.
- Facilitate communications for project-related issues.
- Work with project team members to develop a greater understanding of the project risks and any issues that may arise.
- Collect, analyze, and utilize risk data and feedback to identify opportunities to maintain a good relationship with the client.
- Proactively solve conflicts and address issues that could occur between relevant parties.

## **III. Stakeholder management, coordination, and liaison**

- Support the coordination and management of communications related to risks.
- Liaise and build relationships between UNOPS and the client for the purpose of facilitating activities and improving the quality and relevance of information in risk analysis.

- Participates and organizes relevant meetings including but not limited to agenda, meeting minutes, etc.
- Ensure effective communication with the Deputy Project Manager, Project Management Office and Risk Management team in Mexico, Regional office and/or other relevant stakeholders.

#### **IV. Knowledge building and knowledge sharing**

- Support the compilation of lessons learned as per defined reporting format
- Provides systematic information on lessons learned and good practices in project development and shares them with relevant parties.
- Frequently brief and consult with the Deputy Project Manager to mitigate any risks associated with the project implementation.

Support in other duties as assigned.

### **3. Requirements**

#### **A. Education**

- o A Bachelor's Degree in Business Administration, Accounting, Finance, Risk Management or any other relevant field is required.
- o A Master's Degree in the above-mentioned areas or related fields is considered a distinctive advantage.

#### **B. Experience**

- o A minimum of 2 years of relevant and progressive professional experience in project management support, risk management and/or data analytics.
- o Previous experience in the UN system or UNOPS is desired.

#### **C. Languages**

- o Full domain of Spanish and intermediate level of English is required.

## 5. 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. Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilising 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.



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.



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.



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.



## 6. Signatures

Incumbent		
Name	Signature	Date
Supervisor		
Name	Signature	Date