



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

Title: Project Management Support Officer  
Project: Cooperation between UNOPS Brazil and the Government of Japan  
Duty Station: Brasilia, Brazil  
Section/Unit: LCR, BRPC  
Contract/Level: ICS8 - IICA1  
Duration: Ongoing  
Supervisor: Project Manager (ICS8)

### **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 Brazil, UNOPS supports the government's diverse collaboration initiatives aimed at combating corruption and transparency in public management; as well as in government strengthening exercises in the areas of procurement, infrastructure and management of high impact projects in Brazil.

The work of UNOPS in Brazil is aligned with the needs of partners who demand strategic and operational perspectives and an effective and efficient management of resources to guarantee transparency, while promoting continuous development and the strengthening of internal processes to obtain high-quality results.

UNOPS Brazil and the Government of Japan agreed to implement the project with funding provided by the Government of Japan to improve Brazil's health system.

## **2. Functional responsibilities**

Under the overall guidance and direct supervision of the Project Manager, the Project Management Support Officer (PMSO) is responsible for supporting the execution of the project implementation plan.

### Summary of functions:

- I. Project Implementation
- II. Financial and procurement management
- III. Project monitoring and reporting
- IV. Stakeholder management, coordination and liaison
- V. Knowledge management and innovation

#### **I. Project Implementation**

- Preparation and maintenance of project files, including internal and external project reports.
- Coordinate information flows and oversee change controls, risk registers and issue management by establishing document control procedures
- Coordinate assigned delivery of work packages and take responsibility for progress.
- Coordinate and liaise with the Project Manager on the implementation progress.
- Identify and escalate to the Project Manager of any deviations from the plan and update plans.
- Work with the Project manager to identify and manage risks.

#### **II. Financial and procurement management**

- Maintain all supporting project financial documents for audit and review processes.
- Support the Project Manager to 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.
- Facilitating processing of direct payments and advance requests and prepare project budget revisions.
- Manage the preparation of financial reports; including developing financial monitoring and reporting formats as per UNOPS requirements.
- Monitor budgets, cash flow and reporting on expense obligations to ensure that deliverables are met.
- Conduct financial analysis to manage and calculate financial shortfalls and over-expenditures.

- Conduct budget revisions and initiate corrective actions when necessary.
- Coordinate vendor communications, meetings, and reports as necessary.

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

- Establish a solid working relationship with the project board (Executive, Senior Users and Senior Suppliers), client and key stakeholders.
- Supports the Project Manager in communication between the project and the Government of Japan.
- Manage communications with stakeholders and ensure stakeholders are aware of project activities, progress, exceptions and are in a position to accept handover products.
- Supports the Project Manager to advise the client on issues that may impact the achievement of their outcomes (including issues of sustainability and post project requirements such as maintenance).
- Coordinate the information flows between the Project Board/OC Director and the project(s).

### **IV. Knowledge management and innovation**

- Actively seeks advice and coordinates donor engagement with the UNOPS Japan Partnerships Liaison Office.
- Support the compilation of lessons learned as per defined reporting format and the PMM.
- Actively contribute to building local capacities at every level and opportunity in 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.

Support in other duties as assigned.



## 4. Requirements

### A. Education

- o The following educational credentials are accepted, in combination with years of relevant experience:
  - University degree (Bachelor's or equivalent) + 2 years of experience
  - Technical degree + 4 years of experience
  - Secondary School diploma + 6 years of experience

### B. Experience

- o A minimum of 2 years relevant and progressive professional experience (or more, depending on the academic credentials), specifically in the field of Project Management or Project Management support, preferably with focus on planning, stakeholder management, monitoring and reporting is required.
- o Demonstrated experience in preparing reports for donors and partners is required.
- o Experience in the delivery of procurement projects is considered an advantage.
- o Previous experience working in Latin America is an advantage.

### C. Languages

- o An intermediate level of English is required.
- o An intermediate level of Portuguese is required.
- o Full working knowledge of Japanese is an advantage.

### D. Languages

- o PRINCE2 Foundation or similar certification is an asset.

## 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