

**I. Post Information**

Post Title: <b>Project Manager</b> Project Category: <b>2</b> Project Focus: <b>Implementation</b> Project Area: <b>Project Management, Infrastructure, Procurement</b> Post Number: <b>1</b> Organisational Unit: <b>AFR, GHMCO</b> Supervisor/ Grade: <b>Head of Programme</b>	Approved Grade: <b>LICA 10/ ICS10</b> Post Classified by: <b>IPAS HR</b>
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**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 organisations. 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, often in the most challenging environments.

The UNOPS Ghana Multicountry Office (GHMCO), located in Accra, Ghana is responsible for projects in Anglophone West Africa, covering Ghana, Gambia, Liberia, Nigeria and Sierra Leone. GMCO is responsible for managing strategic and operational risks engagements portfolio, developing and delivering cost effective services contributing to partners' sustainable results and achievements of UNOPS management results.

**Background Information - Liberia**

UNOPS has been present in Liberia for more than 15 years delivering a regular and wide variety of projects covering numerous sectors including Health, Governance, Security, among others.

Building on our global experience successfully delivering projects in complex operating environments, a healthy pipeline of engagements are at various stages of discussion with our priority partners.

Likewise, the unanticipated COVID-19 pandemic has further impaired the already fragile health system. The capacity of the entire country's health system to address the possible impact of the pandemic remains limited. Critical resources such as trained health workers and medical supplies are being diverted to respond to the pandemic, thus leaving other essential services heavily under-resourced and in need of urgent reinforcement.

Our objective for 2021 is to consolidate the implementation of our Strategy 2018-2021 - to become **Known, Recognized and a Resource** for our development partners on the ground, delivering on our mandate of infrastructure, procurement and project management.

The United Nations Office for Project Services (UNOPS) is looking for an experienced Project Manager to work with our team in our Liberia Country Office to deliver a project to Strengthen the health system of the country..

If you have experience leading teams, are excited to expand our sustainable project management initiatives, are great at facilitating technical teams to develop specifications, are always ready to get hands on with the work and can lead partners through best practice in Project Management with Prince 2 certification, then this is your opportunity.

### **Purpose and Scope of Assignment**

The Project Manager is responsible for the day-to-day operations of the project(s) and provides services to the different donors, partners and beneficiaries. Project Manager acts on behalf of the Project Board to manage the project on an ongoing basis during the Implementation Stage. The main responsibility of a Project Manager is to ensure that the project outputs are delivered within the specified project tolerances of time, cost, quality, scope, risk and benefits. He/she is expected to meet the organization's performance and delivery goals.

Project Manager has the authority to assign, as per the Project Plan, work packages to Team Managers and approve deliverables produced by them.

Project Manager is responsible for creating the Implementation Plan, using the Project Initiation Document (PID), Legal Agreement and having a thorough understanding of the terms, conditions, and the respective roles and responsibilities of the partners/stakeholders, to ensure the project(s) outputs are capable of meeting the business cases for both UNOPS and the partner(s). Success of the project(s) and hence of the Project Manager will be based on the defined Success Criteria.

### **III. Functions / Key Results Expected**

Summary of functions:

1. Project Delivery and Performance
2. Procedures
3. Monitoring and reporting
4. Stakeholder engagement
5. Quality assurance
6. Knowledge management and innovation
7. Personnel management

#### **1. Project Delivery and Performance**

- Develop, complete and update implementation plan(s)
- Implement the approved plan (including the establishment of milestones) within tolerances set by the Project Board.
- Embed sustainability dimensions including social and gender inclusion, environmental and economic aspects into project life span.
- Manage the production of the required outputs, taking responsibility for overall progress and use of resources and initiating corrective action where necessary.
- Ensure that quality of work packages and deliverables complies with the quality requirements defined in the Implementation Plan.
- Liaise with any external suppliers or account managers
- Manage acceptance and delivery of work packages
- Monitor project progress ensuring that work packages are being executed properly
- Control project and work packages changes
- Accept goods, services or works delivered by suppliers.
- Lead contract management duties including supplier performance evaluation.
- Act as the Employer's Representative within the FIDIC works contracts.
- Identify, and anticipate in a timely manner, potential risks and issues and advises mitigating measures to senior management/ Project Board so that maximum benefit to partner(s) and other stakeholders is achieved
- Identify and report to the supervisor potential business opportunities for UNOPS

## **2. Procedures**

- Comply with all organizational policy and specifically the Project Management Manual
- Prepare/adapt all relevant plans for approval by the Project Board.
- Manage the reporting obligations defined in the Legal Agreement(s) and in the Implementation Plan
- Draft the requirements definitions for procurement processes. Approving requisitions and requests for non-purchase order payments; Evaluating submissions received, if appointed to the evaluation team.
- Ensure maintenance of the project files and lessons learned are recorded
- Ensure the development and implementation of project financial management guidelines and control mechanisms, in conformity with UNOPS rules and regulations.
- Manage budgets, cash flow and obligations to ensure that deliverables are met and payments to contractors and personnel are received on time.
- Understand and manage UNOPS overheads, allocable charges, and related corporate charges as they apply to the project
- Understand the unique structures of the UN and budget appropriately for personnel
- Manage expenditures against the budget (based on accurate financial reports)
- Where the Project Manager has no delegation as a committing officer, s/he retains these responsibilities and will monitor and instruct/request others to carry out the relevant commitments and disbursements.
- For project closure purposes, provide a formal handover of the project to the closure manager
- Support project audit activities, including planning, preparation and coordination during the audits and follow up on audit observations/recommendations

## **3. Monitoring and Reporting**

- Prepare and issue regular project and/or financial reports in accordance with Partner and UNOPS requirements for reporting.
- Regularly review project status, evaluating performance criteria (scope, cost, schedule and quality).
- Maintain diaries and progress reports as required by the organization's standard procedures.
- Provide routine oversight and analysis of delivery data within the dashboard system.
- Ensure all project team members track and regularly update milestones and targets for the duration of projects' life span

## **4. Stakeholder Engagement**

- Develop stakeholder profiles and facilitate the formulation of stakeholder engagement strategies
- Establish solid working relationships with the Project Board (Executive, Senior Users and Senior Suppliers), client and key stakeholders
- Enable the formulation of project communications plans. Coordinate internal project communications. Monitor the effectiveness of project communications
- Coordinate stakeholder engagement and communication, ensuring effective timing and interdependency management of communications. Ensure stakeholders are aware of project activities, progress, exceptions and are in a position to accept handover outputs

## **5. Quality Assurance**

- Work with internal stakeholders to ensure projects comply with audit requirements
- Work with procurement/purchasing staff to ensure effective interface with suppliers' quality systems
- Coordinate quality reviews of project documents and deliverables
- Provide quality control for management outputs (project documents, reports, etc.)

## **6. Knowledge management and innovation**

- Encourage routine and effective capacity building activities are conducted in order to build the long-term and sustainable capacity of staff.
- Actively interact with other Project Managers and the wider PM community to share case studies, lessons learned and best practices

- Contribute to the oversight of lessons learned procedures, ensuring that lessons learnt are shared in a timely and appropriate manner. Participate in the relevant Communities of Practice
- Research and logging of lessons learned throughout the project life span.
- Provide feedback to Practice Groups on policy, supporting guidance with an aim towards continuous improvement of UNOPS policies

## **7. Personnel Management**

- Lead and motivate the project management team
- Ensure that behavioural expectations of team members are established
- Ensure that performance reviews are conducted fairly, accurately and timely
- Select, recruit and train the team as required and take into account gender parity and diversity objectives.
- Ensure safety and security for all project personnel and comply with UNDSS standards
- Create, foster and role model a culture of respect and zero tolerance for discrimination, abuse of authority, harassment, sexual harassment and sexual exploitation and abuse. Ensure accountability for actions and perform duties in accordance with protection mechanisms and action plans, as expected by UNOPS policies, standards and commitments.

## **IV. Impact of Results**

Project Manager directly impacts on achievement of project results by adhering to project management methods and strategies, reducing risks, cutting costs and improving 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



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. **(Applicable only for levels ICS-10 and above)**



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, 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 behaviour. 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.

**VI. Recruitment Qualifications** - *When completing this section please refer to this table that specifies the experience and qualifications required based on the role and the category of the project. - [LINK](#). Note that experience and qualifications are tightly linked to the grade and complexity of the project and should not be changed.*

<b>Education:</b>	<ul style="list-style-type: none"> <li>- Advanced University Degree in Project Management , Finance, Economics, Supply Chain, Engineering Business Administration, International Relations, Political/Security/Development Studies or other relevant discipline is required</li> <li>- A Bachelor's degree with an additional 2 years of relevant work experience may be accepted in lieu of an Advanced University Degree</li> <li>- A relevant combination of academic credentials and/or industry certifications and qualifying experience may be accepted</li> </ul>
<b>Certification:</b>	<ul style="list-style-type: none"> <li>- Certification in Project Management (PRINCE2, PMI or equivalent) is an asset</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>- A minimum of 5 years' working experience implementing complex projects/programmes and delivering projects for international organizations within the development sector is required</li> <li>- Experience in quality assurance methodologies and risk management for implementation projects. is required</li> <li>- Experience working on projects with infrastructure products is required</li> <li>- Demonstrated experience working with multidisciplinary and multicultural teams is required</li> <li>- Experience implement international norms in Health and Safety is required</li> <li>- Previous experience working with UNOPS in managing similar projects is an asset</li> <li>- Procurement experience with exposure to public procurement processes and experience in assessing critical linkages between procurement and business functions is a distinct advantage</li> <li>- Knowledge of the UN system and familiarity with UNOPS procedures is an advantage</li> <li>- Demonstrated experience working with Government MDAs on donor funded projects is an asset</li> </ul>
<b>Language Requirements:</b>	<ul style="list-style-type: none"> <li>- Full working knowledge of English is required</li> <li>- Knowledge of another official UNOPS language is an asset</li> </ul>

**VII. Signatures- Post Description Certification**

Incumbent ( <i>if applicable</i> ):		
Name:		
Title:	Signature:	Date:
Supervisor:		
Name:		
Title:	Signature:	Date:
Chief Division/Section:		
Name:		
Title:	Signature:	Date: