

## **Annex: Areas of responsibilities of a UNOPS Senior Project Manager**

### **1-Project Delivery and Performance**

### **2-Procedures**

### **3-Monitoring and reporting**

### **4-Stakeholder engagement**

### **5-Quality assurance**

### **7-Personnel management**

Depending on the type and status of the project and assignment, these areas may include the following tasks:

#### **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.
- 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
- 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.
- Ensure that proper Health & Safety standards are being implemented at all project sites and work with the contractor on relevant risk mitigation measures;
- Liaise with any external suppliers or account managers
- Manage acceptance and delivery as well as changes of work packages
- Monitor project progress ensuring that work packages are being executed properly
- Accept goods, services or works delivered by suppliers.
- Lead contract management duties including supplier performance evaluation.
- Act as the Employer's Representative within the works contracts.
- 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
- 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 budget, cash flow and obligations to ensure that deliverables are met and payments to contractors and personnel are received on time.
- 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.

### **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 issue and risk reports as well as mitigation approaches as required by the organization's standard procedures.
- Provide routine oversight and analysis of delivery data and alignment to implementation plans;
- 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 as well as in timely and effective undertaking of Quarterly Assurance processes
- Provide quality control for management outputs (project documents, reports, etc.)

**6. Personnel Management if applicable**

- Lead and motivate the project management team
- Select, recruit and train personnel 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