

I. Post Information

Post Title: Project Management Support Senior Officer Post Number: Organisational Unit: Ghana Multi Country Office Duty Station: Accra, Ghana Source of Funding (project/non-project): project	Current Grade: Proposed Grade: Approved Grade: ICS-8/LICA 8 Post Classified by: Hiring Manager Classification Approved by: IPAS HR
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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. 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 100 Projects for our partners at any given time, UNOPS makes significant contributions to results on the ground, often in the most challenging environments.

UNOPS Ghana Multi Country Office (GHMCO), located in Accra, spans across West Africa, covering Ghana, Gambia, Liberia, Nigeria and Sierra Leone. GHMCO is responsible for managing strategic and operational risk associated with a subset of the regional portfolio of engagements, developing and delivering cost effective services and contributing to partners' sustainable results and achievements of UNOPS management results.

GHMCO has a diverse portfolio covering infrastructure, urban plan development, project management, procurement and futuristic studies. Opened in 2015, GHMCO is one of the newest Multi-Country Offices in UNOPS with a vision and drive to deliver top quality results to its partners with a sharp focus on operational excellence.

The primary role of Project Management Office (PMO) is to provide the Ghana Multi Country Office with the structures, tools and techniques needed to ensure that it has the right programmes and projects in place, the operations and change priorities are balanced, the governance and decision making is facilitated and it has the resources and capability to deliver them consistently well.

The functions and services of the PMO include:

- Strategic Planning/Portfolio Support: Ensuring UNOPS is focused on doing the right projects by supporting management decision-making.
- Delivery Support: Ensuring UNOPS is doing projects the right way, through the effective delivery of the programme and projects
- Best Practices: Applying UNOPS standards in project management, encouraging consistent working practices and ensuring appropriate application.

The primary role of PMO is to ensure that project management policies, processes and methods are followed and practiced according to the organization standards, while acting as the overall Project Assurance capacity within the business unit on behalf of the Director and Representative (Executive). The PMO strongly contributes to moving the Ghana Multi Country Office towards achieving its mission-focused goals and objectives.

III. Functions / Key Results Expected

Summary of functions

1. Project Closure
2. Budget Control
3. Capacity Development and Training
4. PMO Tools and Plans
5. Monitoring and Reporting

1. Project Closure

- Support operational and financial closure of projects under the multi-country office.
- Check the accuracy of data in oneUNOPS Projects for closing projects.
- Monitor status of projects to ensure all projects are closed on time and in line with the organizational policies and escalate potential risks to supervisor.

2. Budget Control

- Monitor delivery forecasts preparation, variance and escalate subsequent follow-up of exceptional cases to the supervisor.
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- Verify if financial reporting to clients is accurate and timely per donor or UNOPS reporting requirement.
- Support in the preparation of Regional Director's reports on monthly forecasts.
- Monitor projects' budget and bring potential financial shortfalls and over expenditures to the attention of the supervisor. .

3. Capacity Development and Training

- Identify and document good practices and share lessons learned for knowledge building
- Identify topics for more in-depth analysis and knowledge sharing.

4. PMO Tools and Plans

- Contribute to and maintain the PMOs planning processes using corporate tools;
- Contribute to expertise in tools and techniques.
- Maintain the originals of signed agreements on behalf of GHMCO as required by Organizational Directive (OD) 12;
- Contribute to the implementation and documentation of processes in support of the PMO's operations while ensuring the application of templates and guidelines;

5. Monitoring and Reporting

- Support the preparation of PMO dashboards and reports related to programme performance (financial performance, milestone progress etc.)
- Maintain programme trackers to ensure programme performance (compliance tracker, project amendment tracker etc.)

IV. Impact of Results

The Project Management Support Senior Officer directly impacts the achievement of project results by assisting the Head of Programme to implement effective project management methods and strategies, reduce risks, cut costs and improve success rates. This consequently reinforces the visibility and image of the 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, 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.

VI Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> - Advanced University Degree in Project Management, Business Administration, Finance, International Relations, or other relevant disciplines. - University Degree (bachelor's degree / first level) with a combination of 2 additional years of relevant professional experience in Project Management, Business Administration, Finance, International Relations, or other relevant disciplines, may be accepted in lieu of the advanced university degree. - A relevant combination of academic credentials and/or industry certifications and qualifying experience may be accepted in lieu of the university education. - Prince 2 Foundation Certification will be considered an asset.
Experience:	<ul style="list-style-type: none"> - 1 (one) year of relevant professional experience, specifically in the field of Project Management and Operations Management,

	<p>preferably with a focus on Monitoring, Fiduciary management, Reporting, Development and Coordination.</p> <ul style="list-style-type: none"> - Experience in humanitarian coordination mechanisms, donors, security, and operations management is an asset; - Experience and demonstrated knowledge of UN/UNOPS rules and procedures in Procurement, Finance, HR Management and administrative rules and regulations will be an advantage.
Language Requirement:	- Fluency in both written and spoken English is required.

VII. Signatures- Post Description Certification

Incumbent

Name

Signature

Date