

**I. Post Information**

Post Title: **Senior Project Manager**  
 Project Category: **3**  
 Project Focus: **Implementation**  
 Project Area: **PM**  
 Post Number:  
 Organisational Unit: AFR, GHMCO, Sierra Leone  
 Supervisor/ Grade: Country Manager  
 Source of Funding: Project

Current Grade:  
 Proposed Grade: **ICS11**  
 Approved Grade: X  
 Post Classified by:  
 Classification Approved by:

**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 Project Manager is responsible for the day-to-day operations of the project(s) and provides services to the different donors, partners and beneficiaries. The 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.

The 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.

**Project Information:**

Poor access to electricity is recognised as a binding constraint to long-term economic growth in Sierra Leone. The country is currently experiencing a net deficit of power and is in desperate need of new power sources. The Ministry of Energy has developed an Energy Sector Roadmap and action plan with initiatives to increase energy access through technical and non-technical interventions. Part of the roadmap strategy is to incorporate Sierra Leone's great Renewable Energy resources to provide security of supply to rural communities and to boost the economy.

To help address the energy infrastructure needs, UNOPS on behalf of the Ministry of Energy, is implementing activities to increase electricity accessibility to public services and enhance economic growth in underserved rural communities.

The project aims to expand energy access to remote villages, leading to improved development outcomes in health, education and economic development to beneficiary communities. This will enable reliable, clean and affordable electricity and in turn improve social, economic and health benefits to rural communities. Providing electricity access to isolated communities will result in improved economic benefits, reducing the relative cost of energy access by eliminating the expense of alternative sources, such as batteries and kerosine, and will reduce or eliminate the cost of diesel generators for energy reliant businesses. The project is in support of the Ministry's objective of increasing access to electricity in rural communities, exploring a variety of alternative sources of renewable energy. It is envisioned that the project will contribute to the Government's Sustainable Development Goals (SDGs) addressing multiple development initiatives.

Furthermore, the project will enhance partnerships between public, private and social sector stakeholders to address poverty reduction, and encourage the participation of the private sector in the provision of commercially viable energy services in rural communities.

**Local Context:**

UNOPS has been active in Sierra Leone since 2000 and has delivered a variety of infrastructure projects nationwide, particularly in the fields of Renewable Energy, Health and Security Infrastructure, and has implemented and procured a variety of vehicles, non-medical health related items, medical equipment, and Solar Photovoltaic systems.

### **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. **(If applicable)**
- 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

### 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. **(if applicable)**
- 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

### **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

### **3 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

### **4 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.)

## 5 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

## 6 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 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, harrasement, sexual harrasement 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

The Senior 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



Strategic  
Perspective

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)**



Integrity  
& Inclusion

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.

	<p>Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. <b>For people managers only:</b> Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilising appropriate leadership styles</p>
	<p>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).</p>
	<p>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.</p>
	<p>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.</p>
	<p>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.</p>
	<p>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.</p>

**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.*

<p>Education:</p>	<ul style="list-style-type: none"> <li>- Master's Degree in Project Management, Law, Business Administration, International Relations, Political/Security/Development Studies, Engineering, Energy Management or other relevant discipline.</li> </ul>
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	<ul style="list-style-type: none"> <li>- Bachelor's Degree / First Level Degree in Project Management, Law, Business Administration, International Relations, Political/Security/Development Studies, Engineering, Energy Management or other relevant discipline with a combination of additional two (2) years of relevant professional experience can be considered in lieu of a Master's Degree.</li> <li>- A Professional Diploma in relevant discipline in combination of four (4) additional years of experience may be accepted in lieu of an advanced university degree.</li> </ul>
Certification:	<ul style="list-style-type: none"> <li>- PRINCE2® Foundation is an asset.</li> <li>- PRINCE2® Practitioner is an asset.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>- A minimum of seven (7) years of progressively relevant experience in Project Management is required;</li> <li>- Previous experience in renewable energy is desirable;</li> <li>- Previous experience in the development sector is desirable;</li> <li>- Demonstrated experience managing multidisciplinary teams is an advantage;</li> <li>- Past experience in delivering technical assistance and/or institutional capacity building is an asset;</li> <li>- Knowledge of the UN system and familiarity with UNOPS procedures is an advantage</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>- Fluency in written and oral English is required.</li> <li>- Knowledge of Krio and/or other local languages is an advantage.</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: