

**I. Post Information**

Post Title: <b>Senior Project Manager</b>	Current Grade:
Organisational Unit: <b>LCR PAMCO, Costa Rica</b>	Proposed Grade: <b>IICA 3 - ICS11</b>
Supervisor/ Grade: <b>Head of Programme, IICA3</b>	Approved Grade:
Source of Funding ( <i>project/non-project</i> ):	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.

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

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

Senior 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/Senior Project Manager will be based on the defined Success Criteria.

**Project Information :**

This project will support the strengthening of the chain of justice in the island of Sint Maarten by offering UNOPS turn-key services for the construction of a new rule of law facility. The project will be achieved in two phases for an estimated project budget of 40 MUSD.

The first phase (Programming, Design and Procurement) is estimated for a total of 20 months and will contribute to the complete definition of the components for the second phase ( Construction of the rule of Law facility). The project objectives are agreed as follows:

- Design resilient, sustainable and effective Transitional Facilities, which meet national and international human rights standards for prisoners and detainees in Sint Maarten.

- Design resilient, sustainable and effective Long-Term Facilities contributing to strengthening national infrastructure capacity in the correctional sector enabling adequate, safe and humane detention, which facilitates reintegration of offenders back into society.

The UNOPS PAMCO Multi Country Office covering Panama, Costa Rica and the Dutch and English Caribbean will open an office on the island of Sint Maarten to ensure close coordination with relevant stakeholders of the justice sector.

### III. Functions / Key Results Expected

The Senior Project Manager directly impacts the achievement of project results by adhering to project management methods and strategies, reducing risks, cutting costs and improving success rates. Consequently, this reinforces UNOPS visibility and image as an effective service provider in project management and services and strengthens its competitive position as a partner of choice in sustainable development and project services.

Under the direct supervision of the Head of Programme, the Senior Project Manager will be responsible for all aspects of the project life-cycle and must be able to undertake independently, the following tasks:

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) **(If applicable)**
- 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. **(If applicable)**
- Lead contract management duties including supplier performance evaluation. **(If applicable)**
- 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

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

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



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

Education:	<ul style="list-style-type: none"> <li>A higher university degree is required (equivalent to a Master's degree) preferable in any of the following disciplines: Infrastructure, Civil Engineering, Project Management, Procurement, Supply Chain, Social Sciences, Business Administration, International Relations, Public Administration, Law, Economics or other relevant field.</li> <li>Second University degree (equivalent to a Bachelor's degree) will be accepted preferably in one of the aforementioned areas as long as it accredits a minimum of 9 years of relevant experience.</li> </ul>
Certification:	<ul style="list-style-type: none"> <li>PRINCE2 Practitioner, PRINCE2 Foundation or PMP is required</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>A minimum of 7 years experience (or more based on academic merits) of relevant and progressive professional experience in implementing complex projects and/or programmes is required</li> <li>Working experience in implementing and delivering projects for international organizations is required</li> <li>Experience in developing countries or post conflict environments is required</li> <li>Possess a solid procurement experience with exposure to public procurement processes is required;</li> <li>Strong experience in contract management is required;</li> <li>Experience working with UNOPS in managing similar projects would be an asset</li> <li>Sound knowledge of FIDIC contracts would be an asset</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>Fluency of English language is required</li> <li>Fluency in Dutch / Papiamentu is an asset.</li> <li>Fluency of Spanish 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: