

TERMS OF REFERENCE
(Individual Contract Agreement)

Title: **Project Management Support- Senior Assistant**
Project: Greater Banjul Area: Sustainable Urban Development Programme
Duty Station: Banjul/Gambia
Section/Unit: AFR GMCO / Gambia Project Office
Contract/Level: ICS 5 / LICA 5 - Ongoing Contract

1. General Background

This assignment is part of the Greater Banjul Area: Sustainable Urban Development Programme 2020-2040 financed by the African Development Bank and implemented by UNOPS in The Gambia. UNOPS' role is to support the Ministry of Lands and Regional Government of the The Gambia as well as 3 municipalities of the Greater Banjul Area (Banjul, Kanifing and Brikama) to develop, adopt and enforce an urban plan to support the sustainable development of the fast-growing capital area.

2. Purpose and Scope of Assignment

The Project Support Assistant provides support to the Project Manager in the area of budget planning, preparation, allocation and monitoring to ensure the availability and effective/optimum utilization of project funds. The Project Support Assistant will be responsible for ensuring on-time payments.

Work will be done in compliance with UNOPS Financial Rules and Regulations.

The Project Support Assistant is expected to meet and exceed the organization's performance and delivery goals.

Under the guidance and supervision of the Project Manager and the Head of Support Services, the Project Support Assistant is expected to:

1. Support implementation of operational strategies and adapt processes and procedures focusing on the achievement of the following results:

- Full compliance with UNOPS rules and regulations of programme/project management, financial processes, financial records and reports and audit follow-up, human resources management, procurement processes, implementation of the effective internal control framework;
- Elaboration of the content of internal Standard Operating Procedures in Programme/Project Management, in consultation with the direct supervisor and office management.

2. Ensure efficient and effective portfolio planning, administration and management, focusing on the achievement of the following results:

- Monitoring of progress for all the projects' service agreements,
- Anticipation and resolution of operational and process issues, referring complex issues to the supervisor with clear recommendations for courses of action;
- Support in the provision of operational, budgetary and financial guidance to project personnel;
- Assisting in preparation of project budgets and revisions and other related documents;
- Initiation of procurement of goods or services by requesting quotations or proposals, examining cost estimates, evaluating cost-effectiveness and compliance with provisions contained in the UNOPS Procurement Manual and related guidelines. Active follow-up from procurement award to contract issuance and management;

- Provide support in the preparation of contracts for services, memoranda of agreement, inter-agency agreement and grant agreements;
- Ensure effective financial reporting and control, provide monthly financial reports to the Project Manager, alerting if any variation with the projections. Preparation of financial reports for clients;
- Support in the verification of the accuracy of request/transactions and completeness of documentation as pertains to the project;

3. Ensure efficient budgetary and monitoring control, focusing on achievement of the following results:

- Extraction of required financial information from UNOPS project agreements and set up of necessary accounts in line with existing UNOPS financial policies and procedures;
- Information-gathering for budget preparation;
- Preparation and processing of project budget revisions;
- Maintenance of budget databases by verifying and entering approved budgets;
- Review and adjustment of project expenditures/obligations against approved budgets.
- Budgets in conformity with UNOPS Financial Rules and Regulations & procedures of the funding source;
- Monitoring of expenditures, regularly informing supervisor of budget status and any need to reallocate resources to meet objectives;
- Managing performance of periodical petty cash counts. Maintenance and control of petty cash fund and preparation of reports for replenishment;
- Maintenance of a payment schedule status system and filing of all financial documents;
- Periodic review of outstanding obligations/payments and ensure review and required action is taken by relevant staff;
- Planning, organization and implementation of training, conferences and study tour logistics;
- Assist in the preparation of briefing materials as required for mission travel and/or discussion on project activities;
- Any other duties as assigned by the Project Manager.

4. Knowledge building and knowledge sharing, focusing on achievement of the following results:

- Maintenance of accurate data and information to facilitate monitoring and evaluation of project and service activities, and to institutionalize and disseminate knowledge;
- Inform colleagues about portfolio management and service administration and encourage feedback to lead to process improvement and standardization;
- Publication and sharing of information and knowledge with colleagues, clients and partners;
- Participation in programme/project management training initiatives;
- Sound contributions to knowledge networks and communities of practice.

Core Values and Principles:

- Understand and respect UNOPS sustainability principles
 - I. Look for ways to embed UNOPS sustainability principles in day to day project management
 - II. Seek opportunities to champion gender equality in the workplace
 - III. Champion and communicate project's sustainability aspects with key stakeholders
- Understand and Respect National ownership and capacity
 - i. Understand the principles of the Paris Declaration on aid effectiveness and mainstream them into the project plans
 - ii. Seek opportunities to recruit qualified local staff
 - iii. Look for ways to build capacity of local counterparts
- Partnerships and Coordination

- i. Understand the UN Development Assistance Framework (UNDAF) and UNOPS, the project's place in the UN system
 - ii. Strive to build strong partnerships and effective coordination among relevant project actors (e.g. United Nations, governments, and non-governmental organizations or other relevant partners)
- Accountability for results and the use of resources
 - i. The project management processes are designed to deliver maximum accountability, transparency and results. If a project or processes is not in line with this, it is the responsibility of the PM to raise the issue to a supervisor
- Excellence
 - i. Contribute to innovation and the adaptation of best practice standards of sustainability and quality.

4. Qualifications and Experience

A. Education

- At least a high school diploma is required. .
- A Bachelor or Master's Degree will be considered an asset.

Additional Requirements: *N/A*

B. Work Experience

- 5 years of working experience is required in project management support, project finance support or a related field;
- Experience with an international organization and or knowledge of UN rules and procedures in budget management, contracting, purchasing and recruitment of project personnel is highly desirable;
- Demonstrated experience in budget planning, financial reporting and cost estimation is required.

Additional Requirements:

- Fluency in English
- Familiarity with Google Suite (Google Docs, Google Sheets) is highly desirable

C. Key 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 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.

Below general Certifications, Contextual Skills and Project Management Skills are required:

Certifications

PRINCE2® Foundation (optional)

Contextual Skills

Knowledge of UN Financial Rules and Regulations
Development Sector Experience
International Organisations Experience
Client Orientation

Project Management Skills

Budgeting
Financial Resources Management
Project Financial Control
Budget Preparation
Financial Reporting
Petty Cash Management
Operations Management
Support Services
Event and Conference Management

Project Authority (Name/Title):	Contract holder (Name/Title):
Signature Date	Signature Date