

## Job Profile

### I. Post Information

Position Area: <b>Project Management</b> Position Level: <b>Specialist</b> Position Function: <b>Project Management</b> Title: <b>Deputy Project Manager</b> Organizational Unit: <b>GMCO</b> Duty Station: <b>Banjul, The Gambia</b> Reports to: <b>Head of Programme</b> Source of Funding ( <i>project/non-project</i> ): <b>21995-001</b>	Grade: LICA / ICS-10 Post Classified by: IPAS HR 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. UNOPS supports partners to build a better future by providing services that increase the efficiency, effectiveness and sustainability of peace building, humanitarian and development projects. 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 organizations.

UNOPS Gambia Country Office is in the process of expanding its area of engagement in cooperation with its development partners, focusing mainly on projects and programmes in infrastructure, governance, procurement, and subsequently is looking for qualified and committed experts. In particular, The Gambia Country Office has recently started a project to provide technical assistance to the Ministry of Land and Rural Government and the three Municipalities of the Greater Banjul Area to develop a Sustainable Urban Development Plan 2020 - 40 (GBA:SUDP). The project aims to put in place innovative mechanisms to support an increase in local revenue generation and collection, improve the delivery of basic services and roll out the decentralised approach as stated in the National Development Plan (2018-2021) to manage data for planning, land management and develop municipalities' capacities to better mobilize revenue and deliver social services to the people resulting in less pressure on central government budget. This, together with a growing portfolio of Procurement Support projects for public sector institutions and development partners has led to the need to expand our capabilities in Project Management Support at the country office level.

Under the overall oversight of the Head of Programme, and reporting directly to the Project Manager (s), the Deputy Project Manager is responsible for supporting the Project Manager with the day-to-day operations of the mission and coordinating mission progress and implementation. He/she maintains a close eye on the operational and financial performance, identifies probable issues that may need attention, supports in problem analysis and solution identification as necessary, coordinate resolution as per action-items assigned, drafting required correspondences to stakeholders concerned and preparation of mission reports. The Deputy Project Manager is most likely required to work in complex and challenging environments with limited resources.

### III. Functions / Key Results Expected

- Summary of functions:
1. Project Implementation
  2. Financial and procurement management
  3. Project monitoring and reporting
  4. Stakeholder management, coordination and liaison

## 5. Knowledge management and innovation

### 1. Project implementation

- Work with the Project Manager to develop and maintain project plans
- Support the Project Manager to implement approved project plans (including the establishment of milestones) within tolerances set by the project board
- Preparation and maintenance of project files, including internal and external project reports.
- Manage information flows and oversee change controls, risk registers and issue management by establishing document control procedures
- Manage assigned delivery of work packages and take responsibility for progress.
- Coordinate and liaise with the Project Manager on the implementation progress.
- Advise the Project Manager of any deviations from the plan and update plans.
- Work with Project Manager to identify and manage risks.
- Support the Project Manager to embed sustainability dimensions including operation and maintenance of project products, social and gender inclusion, environmental and economic aspects into project life cycle.
- Manage the production of products, taking responsibility for overall progress and use of resources and initiating corrective action where necessary
- Liaise with any external suppliers or account managers.
- Support the Project Manager to monitor and evaluate performance of service providers
- Support the Project Manager to advise the Project Board and UNOPS Senior Management of any deviations from the plan
- Identify and manage risks so that maximum benefit to client and stakeholders is achieved
- Manage and review product quality and ensure products are accepted

### 2. Financial and procurement management

- Maintain all supporting project financial documents for audit and review processes.
- Ensure accurate data entry into UNOPS ERP system (OneUNOPS) and OneUNOPS Projects – as appropriate.
- Monitor project budget and financial expenditure and all administrative procedures in line with the work-plan.
- Process direct payments and advance requests and prepare project budget revisions.
- Produce financial reports; including developing financial monitoring and reporting formats as per UNOPS requirements.
- Support the Project Manager by monitoring budgets, cash flow and reporting on expense obligations to ensure that deliverables are met.
- Alert the Project Manager or any financial shortfalls and over-expenditures.
- Propose budget revision and initiate corrective action when necessary.
- Coordinate vendor communications, meetings, and reports as necessary.
- Support the Project Manager in contract management, including quality control of suppliers' products, reporting and expenditures.

### 3. Project monitoring and reporting

- Provide substantive inputs to assist the Project Manager in the preparation of project reports and documents, ensure compliance with contractual obligations and UNOPS policies, processes and procedures
- Support the Project Manager to follow the Project Management Cycle Instructions and ensure that all organizational policy is complied with (Organizational Directives and Administrative Instructions)
- Support the Project Manager to prepare/adapt the following plans for approval by the Project Board: I. Project Initiation Documentation; II. Stage/Exception Plans and relevant Product Descriptions
- Prepare the following reports:
  - Highlight Reports
  - End Stage Reports
  - Operational Closure Checklist

- End Project Report
  - Handover Report
- Support the Project Manager to manage and remain accountable for expenditures against the budget (based on accurate financial reports)
- Maintain records of project files and other supporting documents.
- Maintain the following records: Quality Register, Configuration Item Records and all other registers/logs delegated by the Project Manager
- Support the Project Manager in maintaining the following:
  - i. Project Document Archive
  - ii. Procurement, HR and Finance files as required by UNOPS policies
- Manage the compilation, consolidation and analysis of relevant data of the mission

**4. Stakeholder management, coordination and liaison**

- Support the coordination and management of communications
- Establish solid working relationships with the project board (Executive, Senior Users and Senior Suppliers), client and key stakeholders
- Support implementation and coordination of the project governance arrangements
- Manage communications and ensure stakeholders are aware of project activities, progress, exceptions and are in a position to accept handover products.
- Advise the Project Manager on issues that may impact the achievement of the project outcomes (including issues of sustainability and post project requirements such as maintenance)
- Manage the information flows between the Project Board and the project(s)
- Liaise and build relationships with other United Nations (UN) agencies and international non-governmental organizations (I/NGOs) for the purposes of facilitating activities and improving the quality and relevance of information analysis.
- Participate in meetings with UN agencies, NGOs and other stakeholders as required.

**5. Knowledge management and innovation**

- Support the compilation of lessons learned as per defined reporting format.
- Ensure that local capacities are built at every level and opportunity for Project Management Support.
- Contribute to the dissemination and sharing of best practices and lessons learned for planning and knowledge building.
- Contribute to expertise in tools and techniques
- Participate in the relevant Communities of Practice
- Actively interact with the Project Management community to share case studies, lessons learned and best practice on the Knowledge System.
- Incorporate lessons learned from others as per planning format

**IV. Impact of Results**

The Deputy Project Manager directly impacts on achievement of project results by assisting the Project Manager to adhere to project management methods and strategies, reduced risks, cut costs and improved quality and 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**

	<p>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. <b>(Applicable only for levels ICS-10 and above)</b></p>
	<p>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>
	<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	
Education:	<p>Advanced university degree (master or equivalent) with five years of relevant experience.</p> <p>A combination of Bachelor's degree with an additional 2 years of relevant work experience may be accepted in lieu of the education requirements outlined above.</p>

	A relevant combination of academic credentials and/or industry certifications and qualifying experience may be accepted in lieu of the education requirements outlined above.
Certification:	PRINCE2® Foundation/Practitioner an asset
Experience:	A minimum of 5 years relevant and progressive professional experience, specifically in the field of Project Management and Operations Management with focus on monitoring, reporting, development and coordination. Experience in humanitarian emergency operating contexts, including humanitarian coordination mechanisms, donors, security, and operations management is an asset. Experience and demonstrated knowledge of UN rules and procedures in Procurement, Finance, HR Management and administrative rules and regulations will be an advantage.
Language Requirements:	Full working knowledge of English is essential. Fluency in one or more additional official UNOPS languages is an advantage.

<b>VII. Signatures- Post Description Certification</b>		
Incumbent <i>(if applicable)</i> :		
Name:		
Title:	Signature:	Date:
Supervisor:		
Name:		
Title:	Signature:	Date:
Chief Division/Section:		
Name:		
Title:	Signature:	Date: