

I. Post Information

Post Title: **Project Management Support - Senior Analyst**
 Project Category: **3**
 Project Focus: **Implementation**
 Project Area: **PM**
 Post Number:
 Organisational Unit: GHMCO, Sierra Leone
 Country Office
 Supervisor: Project Manager
 Source of Funding: Project

Current Grade:
 Proposed Grade: **ICS9/ IICA 1**
 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.

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 the project titled "Enhancing the Impact of Rural Renewable Energy in Sierra Leone". The project funded by the Government of Japan aims to increase electricity accessibility to public services and enhance economic growth in underserved rural communities. The project will facilitate the construction of 6 solar photovoltaic mini-grids systems in Bo District, Southern Province of Sierra Leone. The rural communities are: Naiagolehun, Petewoma, Serabu, Grima Tikonko, Upper Saama and Lower Saama.

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 for over 20 years 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. Knowledge management and innovation

1. Project Delivery and Performance

- Assist Project Manager in the development, completion and update of the implementation plan(s)
- Coordinate assigned delivery of work packages and take responsibility for progress.
- Coordinate and liaise with the Project Manager on the implementation progress.
- Identify and escalate to the Project Manager of any deviations from the plan and update plans.
- Work with the Project manager to identify and manage risks

2. Procedures

- Comply with all organizational policy and specifically the Project Management Manual
- Support Project Manager with preparation/adaptation of all relevant plans for approval by the Project Board.
- Maintain records of project files, data, issues, risks and lessons learned. Maintain all supporting project financial documents for audit and review processes.
- Assist Project Manager with project start up and closure activities ensuring appropriate disposal of project assets, timely and effective final (operational) reporting, and effective handover of closed projects to UNOPS HQ for financial closure processes.
- Support Project Manager with project audit activities, including planning, preparation and coordination during the audits and follow up on audit observations/recommendations.

3. Monitoring and reporting

- Follow up on timely operational and financial reporting in line with the project agreement.
- Support the Project Manager to ensure accurate data entry into UNOPS ERP system (OneUNOPS) and OneUNOPS Projects – as appropriate.
- Liaise with the finance unit in tracking disbursements and budgets for projects on behalf of the Project Manager.
- Ensure and monitor compliance of projects with internal directives and procedures as set out by the Project Manager.
- Monitor project budget and financial expenditure and all administrative procedures in line with the work-plan.
- Manage the preparation of financial reports; including developing financial monitoring and reporting formats as per UNOPS requirements.
- Monitor budgets, cash flow and reporting on expense obligations to ensure that deliverables are met.
- Conduct financial analysis to manage and calculate financial shortfalls and over-expenditures.
- Conduct budget revisions and initiate corrective actions when necessary.

4. Stakeholder engagement

- Support Project Manager with stakeholder engagement.
- Support the Project Manager in communication between the project and the Donor.
- Support Project Manager with arrangement of the meetings with stakeholders, taking minutes and follow up on actions including regular Project Board meetings.
- Contribute to establishment and further development of partnerships with donors, UN agencies, international organisations, governmental organizations and private sector organisations.
- Support Project Manager with formulation of project communications plans. Coordinate internal project communications in line with donor requirements and UNOPS rules. Monitor the effectiveness of project communications.
- Undertake advocacy, public information and communication activities in line with the communications plan.
- On behalf of the Project Manager, participate in and report on the relevant inter-agency, donor and government coordination meetings, when required.
- Supports the Project Manager to advise the client on issues that may impact the achievement of their outcomes (including issues of sustainability and post project requirements such as maintenance).
- Identify and report to the Project Manager potential business opportunities for UNOPS.

5. Knowledge management and innovation

- Support the compilation of lessons learned as per defined reporting format and the Project Management Manual.
- Actively contribute to building local capacities at every level and opportunity in 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.

IV. Impact of Results

The Project Management Support - Senior Analyst will be responsible for supporting the Project Manager in the day-to-day management of the project, including its plans, issues, risks and lessons, ensuring the project implementation plan is followed and escalating any issues or concerns to the Project Manager. S/he will assist with donor and partner communications, as well as reporting. This position will also support coordination with partners.

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 - *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.*

Education:	<ul style="list-style-type: none"> - Advanced degree (master's level or above) in Project Management, Business Administration, Economics, Public Administration, International Development, Political Science, Communications, International Relations or another relevant discipline is required. - A relevant university degree (bachelor's degree / first level) with a combination of 4 additional years of relevant professional experience may be accepted in lieu of the advanced university degree.
Certification:	<ul style="list-style-type: none"> - Prince2, IPMA or PMP-PMI project management certification would be considered a significant asset. The incumbent will also be required to complete the relevant UNOPS project management courses within 6 months after appointment.
Experience:	<ul style="list-style-type: none"> - Minimum of 2 years of relevant and progressive professional experience (or more, depending on the

	<p>academic credentials), specifically in the field of supporting project implementation and delivery activities, preferably with focus on planning, operations management, monitoring and reporting, is required.</p> <ul style="list-style-type: none"> - Experience with technical assistance projects with focus on solar renewable energy will be an added advantage. - Experience working in a project or operations management capacity in UNOPS, a UN organization or a similar international organization would be considered a strong asset. - Experience liaising and working with government officials to facilitate planning, implementation, and monitoring and evaluation of projects would be considered a strong asset. - Experience working in multicultural teams. - Willingness to travel to project sites across the country and sub-region.
Language Requirements:	<ul style="list-style-type: none"> - Full working knowledge of English and Japanese language is required. - Fluency in one or more local languages is desired.

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: