

**I. Post Information**

Post Title: **Project Manager**

Project Category: **3**

Project Focus: **Implementation**

Project Area: **Infrastructure**

Post Number:

Organizational Unit: LCR, PAMCO, PAPC

Supervisor: Country Manager

Source of Funding: Project

Current Grade:

Proposed Grade: **ICS10**

Approved Grade:

Post Classified by:

Classification Approved by:

**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. 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. 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 Manager/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. Project Manager/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 Project Manager/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.

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

Project Manager/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 Manager/Senior Project Manager shall be responsible for the following projects:

A. **Modernization of the facilities, infrastructure and other capacities of MIREX 22343:** this project consists of providing technical support to the Ministry of Foreign Affairs to improve the conditions of its facilities through the acquisition of goods and services, as well as the intervention of two specific areas of the Ministry infrastructure. The project is located in Panama City, Casco Antiguo. The amount of the project is \$1,154,909.00

The first infrastructure component is related to the repair of an undermining of the perimeter wall that adjoins the sea and that is part of the old walled structure that protected the city (now known as Casco Antiguo). This intervention requires a structural design, approvals with the authorities, bidding/contracting, works supervision, contract management.

The second infrastructure component has to do with the repair of a steel structure that supports a glass floor that, as a result of exposure to saltpeter, presents a lot of oxidation and deterioration. The scope of the intervention is the same as that of the undermining explained in the previous paragraph.

These infrastructure components were recently added under Amendment 1 to the Agreement, so the scope of the work is being defined, gathering technical information (plans, technical studies, etc.); to proceed with the final designs, approvals, bids, works, etc.

The products to be delivered are: goods and services, technical studies for the infrastructure components, repaired infrastructures (undercut and steel structure)

The project team is made up of approximately 7 people: project manager, restorative architect, project associate, HSSE specialist, GD&I specialist, structural engineer, geotechnical engineer.

The interested parties are: Ministry of Foreign Affairs, Office of Historical Heritage, Ministry of Environment

**Assistance to INADEH in the implementation of the CAF loan agreement to finance the plan "Comprehensive Transformation and Improvement of INADEH"** This project has the general objectives of supporting INADEH in the execution of the aforementioned project financed with resources from a loan granted by the Andean Corporation Development Bank (Development Bank of Latin America) aimed at: Improving the quality and relevance of the educational offer for employment and entrepreneurship; b. Expand the skills and opportunities for active participation of the beneficiaries of the training processes, based on the current and future demand of the productive sector of Panama; c. Reposition INADEH as the governing body of the State in terms of vocational training, job training and business management in the country; and c. Renew the infrastructures for professional training linked to INADEH's Mission and Values.

In general terms, the products to be delivered are grouped into three components: Academic Strengthening, Institutional Strengthening, and Infrastructure and Equipment. In this context, the products include, among others: a modern training offer, a management model in accordance with the needs of the sectors and a complex of equipped and functional buildings, as well as other works of Training Centers in the interior of the Country.

The project team is made up of approximately 10 people: (1) Officer project manager for institutional component, (1) officer project manager for academic component, (2) officers project managers for infrastructure component, (1) infrastructure supervisor, (2) project assistants, (1) infrastructure associate, (2) administrative assistants. Besides, a roster of specialists such as: architects, HSSE specialist, GD&I specialist, structural engineer, geotechnical engineer, electromechanical engineers, etc.

The interested parties are: INADEH, the Ministry of Labor and the Development Bank of Latin America.

### 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

### **Project Delivery and Performance**

- Develop, complete and update implementation plans
- 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.
- 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.
- 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

### **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

### **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.)

### **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

#### 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 a 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

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:	Higher University Degree (Master's) preferably in Project Management, Architecture or Civil Engineering, is mandatory 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 7 years of relevant experience
Certification:	Certificate of Professional suitability issued by the Technical Board of Engineers and Architects of the Republic of Panama. is mandatory. Certificate of Project Management (PRINCE2, PMI, or similar). Mandatory
Experience:	A minimum of seven (7) years of experience (or less based on academic merits) in the area of architecture or engineering in the implementation and management of infrastructure projects, (institutional/educational, logistics, or similar buildings) is mandatory. (4) years of previous experience working with UNOPS in the management of similar infrastructure projects is desirable.

	<p>Significant experience in contract management is desirable.</p> <p>Experience in report writing, data analysis and writing technical documents is desirable.</p> <p>Knowledge of quality assurance methodologies is desirable.</p> <p>Experience in leading planning and in applying Health and Safety procedures at project level is desirable.</p> <p>Experience in the development of Acquisitions strategies is desirable.</p> <p>Proficient in MS Project and Programming Analysis is desirable.</p> <p>Experience in risk management for infrastructure implementation projects is desirable.</p> <p>Experience in team management is desirable.</p> <p>Experience in working with multicultural teams is desirable.</p>
Language Requirements:	Full knowledge of English and Spanish is required.

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: