	Job Profile
UNOPS	

I. Post Information

Post Title: **HEAD OF PROGRAMME**	Current Grade:
Post Number:	Proposed Grade:
Organizational Unit**: Honduras**	Approved Grade: P4
Supervisor/ Grade: **Multi Country Office Director, P5**	Post Classified by:
	Classification Approved by:
Source of Funding (*project/non-project)*:	

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.

UNOPS has worked in Honduras since 2014. The main operating sectors in the country are specialized in the procurement of medicines; medical equipment; ambulances and information technology equipment; institutional strengthening and sustainable infrastructure. Also, UNOPS has provided technical assistance in financing for development initiatives for infrastructure investment projects in the country.The Honduras Office is responsible for managing strategic and operational risks associated with the portfolio of engagements, developing and delivering cost effective services contributing to partners' sustainable results and achievements of UNOPS management results.

UNOPS in Honduras is a Multi-Country Office made up of the countries of: Honduras and El Salvador. UNOPS in Honduras with its partners has 8 ongoing projects in the areas of:

- Public procurement and technical assistance in the information technology and communications sector
- Public procurement and technical assistance in the medicine, medical equipment, medical supplies and services for the sector Health
- Technical assistance in financing for development partnerships.

The MCO has a portfolio of 37 million dollars in 2023, with a permanent staff of 48 people throughout the MCO. The main Associates in Honduras and El Salvador are national public partners (eg. government entities).

The MCO has a portfolio projection of 102 million dollars, which will expand the portfolio with projects in the areas of sustainable infrastructure (mainly health-related infrastructure), public procurement in the health sector and technical assistance in the water and sanitation sector.

The Head of Programme (HoP) reports directly to the Multi-Country Office Director who provides direction and general supervision. and the HoP supervises the team of project managers responsible for the delivery of each of the portafolio projects.

The HoP is responsible for programme development planning and preparation and for managing all stages of programming to achieve results in the area/s of responsibility. The HoP is a leadership role which contributes to the development and implementation of strategies to enhance the competencies and position of UNOPS in sustainable project management and services to partners, stakeholders and UN system partners.

In the absence of the MCO Director the HoP acts as Director a.i.

III. Functions / Key Results Expected

Summary of key results:
1. Programme governance, implementation and monitoring
2. Programme development and planning
3. Manage programme resources
4. Partnership networking and advocacy
5. Knowledge management and innovation

1. **Programme governance, implementation and monitoring**

- Accept responsibility for project portfolio oversight as delegated by the Country Office and through the role of Project Executive on Project Boards.

- Establish and execute the programme implementation plans in collaboration with the team and partners, including setting objectives, performance measurements, standards and results expected to ensure timely delivery and client-oriented services.

- Monitor and supervise the timely and cost-effective implementation of the programme according to UNOPS goals and partner expectations, agreed quality standards, approved budget and full cost recovery, and in line with signed Legal Agreements

- Supervise the Programme Management Office (PMO) and its set up, to ensure that project management governance, policies, processes and methods are complied with and practiced according to the UNOPS standards, best project management practices are promoted, and overall assurance of projects is provided.

- Ensure proactive programme and project risk identification and assessment and implementation of adequate mitigation measures.

- Mentor and assist Project Managers in planning, execution and delivery of allocated projects, ensuring incorporation of best practice project management processes.

- Facilitate timely and accurate project tracking, analysis of outputs, and reporting.

2. **Programme development and planning**

- Support the Country Office Director in ensuring the financial sustainability of the programme and delivery of desired results, compliance with organisational strategies, rules, regulations and standards of performance.

- Submit mandated reports and critical issues to the Country Office Director and clients, to drive future process improvement and business development planning.

- Analyse and keep abreast of political and development trends in the geographical area, to identify and propose to the Country Office Director areas for UNOPS engagement and support based on priorities in the relevant geography, strategic areas of focus and comparative advantage.

- Manage and oversee the preparation of programme documents (including business cases/strategies, policy briefs, programme plans and risk assessments).

- Ensure the accurate and timely completion of programme/business recommendations for the review and approval of the Country Office Director.

- Consult and collaborate with internal and external colleagues and partners to ensure linkages, consistency, and harmonisation of approaches and compliance with guidelines, framework and standards of accountability, integrity and performance.

- Act as the Gender Focal Point for the Country Office, assume accountability for the Gender Mainstreaming in the Country Office/Multi Country Office, including Gender Mainstreaming Action Plan being actioned and timely implemented, as well as ensuring that the office has required gender mainstreaming capacity and knowledge, and that gender is mainstreamed into relevant projects, programs, and processes.

3. **Manage programme resources**

- Plan and propose to the Country Office Director, required programme resources (human and financial).

- Compile from the Project Managers, monitor and submit revenue and expenditure forecasts based on UNOPS and Country Office financial goals.

- Determine pricing strategies based on UNOPS pricing policy and models to ensure an appropriate balance between revenue and development capacity within UN mandate and spirit.

- Manage programme resources in accordance with UNOPS standards of ethics, integrity and accountability framework and financial sustainability.

	● Plan, recruit, manage and develop programme personnel/technical experts with the skills and competencies needed to ensure optimum performance and encourage the formation of diverse teams.
	● Promote teamwork, collaboration and diversity by providing the programme team with clear direction, objectives and guidance to enable them to perform their duties responsibly, effectively and efficiently.
	● Foster a positive work environment, respectful of both men and women, and ensure that the highest standards of conduct are observed.
	● Plan, conduct and/or respond to UNOPS performance evaluation reviews and surveys.
4.	**Partnership, networking and advocacy**
	● Build and strengthen strategic partnerships through active networking, advocacy and effective communication of UNOPS competencies in project service delivery and management.
	● Support the business development function by identifying and developing new business and partnership/customer opportunities.
	● Work closely with the partnership unit to ensure and facilitate the capture of lessons learnt from programme and project implementation into new opportunities and engagement development, as well as the adequate identification of risks and mitigation measures.
	● Contribute to current and future growth plans for the Country Office, ensuring alignment with the UNOPS Strategic Plan.
	● Support Communication Specialists to develop communication strategies to maximise communication impact and outreach and build awareness of UNOPS goals and competencies to reinforce UNOPS competitive edge as a provider of sustainable projects results.
	● At the request of the Country Office Director participate and/or represent the Country Office in inter-agency discussions and planning to ensure UNOPS position, interests and priorities are fully considered.
5.	**Knowledge management and innovation**
	● Keep abreast of and incorporate best practices, approaches and technology to enhance the programme delivery and results.
	● Operationalise and share best practices and lessons learned for corporate development planning and knowledge building.
	● Draft policy papers and/or recommend policy changes to align operations with changing environments.
	● Lead the planning, implementation and organization of strategic capacity building of personnel, clients and stakeholders within the programme.

IV. Impact of Results

The effective and successful performance by the Head of Programme directly impacts on achievement of programme results and consequently reinforces the visibility and image of the 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

Strategic Perspective	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**)
Integrity & Inclusion	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.
Leading Self and Others	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
Partnering	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).
Results Orientation	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.
Agility	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.
Solution Focused	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.
Effective communication	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:	An advanced university degree (equivalent to a Master's degree) is required, preferably in engineering, project management, public administration, social sciences or other. The education requirements specified in the previous section may be replaced by a bachelor's degree (equivalent to a Bachelor's degree) and an additional two years of relevant experience.
Certification:	PRINCE2® Foundation/Practitioner is a plus, and if you don't have it, it must be completed within the first 6 months of joining. Program/Project Management professional certifications (MSP® or PMI-PgMP/PMI-PMP) is a plus.
Experience:	A minimum of 7 years of progressive experience combining strategic direction, business development, executive management or management and/or program operations management in a large international organization and/or company is required. A minimum of 3 years of experience managing large teams and operating systems is required, including managing senior professional personnel. Experience in managing several projects simultaneously or programs is required. Experience collaborating with different stakeholders, whether in the public or private sector, will be valued. Experience developing project proposals for the public sector will be valued. Experience executing projects for the public sector will be valued. Experience in United Nations agencies, preferably in a developing country, will be an asset.
Language Requirements:	Proficiency in the Spanish language is required (fluent level). A good working level of English is required to work effectively in that language (minimum intermediate level).

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