

TERMS OF REFERENCE

Title:	Project Manager (Infrastructure)
Duty station:	Port-au-Prince, Haiti
Section/Unit:	Haiti Country Office (HTCO)
Contract/Level:	ICS-10, Local or International ICA
Supervisor:	Head of Programme, ICS-11/IICA-3

1. Background Information

UNOPS has been working in Haiti for 18 years with the Haitian Government, other United Nations agencies and international organizations to support them in project management, procurement and logistics services. UNOPS also provides communication and governance support, as well as technical expertise in engineering and infrastructure for the implementation of projects that have a positive impact on the lives of Haitians. Over the past few years, the operation center in Haiti has mainly implemented major infrastructure projects (roads, schools, energy), health-related procurement such as medical equipment and ambulances, and management support to the government.

Haiti is a **non-family duty station**, facing increasing security issues in its capital Port-au-Prince. Projects are implemented primarily outside the capital, with more conducive security conditions. UNOPS Haiti management can be described as one led by a collaborative leadership, with strong support provided to each Project Manager and personnel. Most national and international personnel have worked long-term in-country for UNOPS.

Job-Specific Information

The Haiti Country Office (HTCO) is seeking to hire two (2) Project Managers who will manage a number of civil works projects from a successfully managed and growing portfolio. Under the health sector, UNOPS is focused on the construction of medical warehouses, construction of a reference hospital, and procurement of medical equipment. Under a new rural development project, UNOPS will work through a combination of private contractors and directly managed high-labor interventions in the country's north. The team size will be approximately 25 personnel, most of whom have implemented similar rural road projects in other regions of Haiti. Under the educational sector, UNOPS is implementing the reconstruction or construction of educational facilities across the country. UNOPS works with multiple donors in the country (World Bank, Inter-American Development Bank, Government of Brazil) and with various clients (Ministry of Health, Education, Agriculture and Public Works).

The Project Manager is responsible for the day-to-day operations of the project(s) and provide services to the different donors, partners and beneficiaries. They act on behalf of the Project Board to manage the project on an ongoing basis during the Implementation Stage. The main responsibility of the Project Manager is to ensure that the project outputs are delivered within the specified project tolerances of time, cost, quality, scope, risk and benefits. They are expected

to meet the organization's performance and delivery goals.

The Project Manager has the authority to assign, as per the Project Plan, work packages to Team Managers and approve deliverables produced by them. They are 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 will be based on the defined Success Criteria.

2. Summary of Key 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

1. Project Delivery and Performance

- Develop, complete and update implementation plan(s).
- 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.

2. 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.

3. 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.

4. 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.

5. 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.).

6. 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.

7. Personnel Management

- Lead and motivate the project management team.
- Establish strategic team objectives, key performance indicators and measurement standards toward delivering expected results.
- Continuous assessment of the performance and effectiveness of Project services, recommending changes and/or corrective actions in the team structure and/or financial operations to enhance and maintain effectiveness in the changing environment.
- Attract, retain and develop talent with the skills and competencies needed to ensure optimum performance, offering guidance to enable responsible, effective and efficient performance.
- Ensure principles of human rights, gender equity, peace, voice and accountability, 'doing no harm' and aid effectiveness in all activities.
- 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.

3. Qualifications and Experience

Education

- An advanced university degree (e.g. Masters) in a relevant technical discipline (e.g. Architecture, Civil Engineering, Structural Engineering) related to the nature of the project is required.
- A first-level university degree (e.g. Bachelor) in a relevant technical discipline (e.g. Architecture, Civil Engineering, Structural Engineering) related to the nature of the project in combination with two (2) additional years of relevant work experience may be accepted in lieu of the advanced degree.

Certification

- PRINCE2 Practitioner, PMI Project Management Professional, or other internationally recognized certification is an asset. The successful candidate is expected to complete the PRINCE2 Practitioner certification or its equivalent within the first six (6) months of taking up the assignment.

Work Experience

- A minimum of five (5) years' experience in implementing and managing similar infrastructure projects (roads, water systems, dams, schools, health facilities, bridges, irrigation, health, wind mills, solar power, ports, etc.) is required.
- At least three (3) years' experience in developing countries or post conflict environments is required.

Desirable:

- At least three (3) years' experience working with UNOPS in managing similar projects
- Significant experience in contract management
- Knowledge of FIDIC contracts
- Experience in writing reports, performing data analyses, and writing technical documents
- Strong technical acumen, with the ability to understand and speak to technical project plans and documents
- Experience in planning and applying Health & Safety procedures
- Experience in developing Procurement strategies
- Proficient in MS Project and Schedule Analysis
- Knowledge of quality assurance methodologies
- Experience in risk management for infrastructure implementation projects
- Experience in managing teams.

Languages

- Fluency in either English or French is required. Intermediate level in the other is required.

4. 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.



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, utilizing appropriate leadership styles



Demonstrates understanding of the impact of one's 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 one's own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. 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.

5. Signature

Contract holder (Name/Title)

Signature

Date