

## TERMS OF REFERENCE

<b>Title:</b>	Health, Safety, Social and Environment (HSSE) Senior Analyst
<b>Duty station:</b>	Port-au-Prince, Haiti
<b>Section/Unit:</b>	Haiti Country Office (HTCO)
<b>Contract/Level:</b>	ICS-9, Local or International ICA
<b>Duration:</b>	Ongoing
<b>Supervisor:</b>	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 organisations 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 centre 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

As part of its duty of care, UNOPS commits to ensuring that people do not fall sick or sustain injuries when the organisation carries out its operations. In line with its Health and safety improvement initiative, UNOPS has introduced a Zero tolerance approach to poor health and safety performance and is recruiting a Health, Safety, Social and Environment (HSSE) Senior Analyst to support the implementation of the UNOPS HSSE system and requirements in Haiti. The incumbent will support the Haiti Country Office to develop technical competence, effectively monitor implementation and HSSE controls in workplaces. The duties of the HSSE Senior Analyst will include extensive travel to project sites as necessary to oversee, review and promote best HSSE practices. This position reports to the Head of Program, with a secondary reporting line to the HSSE Regional Specialist.

### 2. Summary of Key Functions

1. Technical Advisory Support
2. Improving Performance and Addressing Incidents

3. Assurance and Technical Support
4. Knowledge Sharing and Knowledge Building

### **1 Technical Advisory Support**

- In collaboration with the Regional HSSE Specialist, provide support to the Head of Program, Construction Managers and Project Managers in establishing, implementing, monitoring and maintaining the HSSE management system for the projects and the Country Office.
- Support the Head of Program, Construction Managers, Project Managers and project teams in providing HSSE technical information/advice, and supporting the development of HSSE strategies and actions for the different projects stages taking into account their scopes and particular challenges thinking on the next level of HSSE improvement.
- Coordinate with the Regional HSSE Specialist with regards to field missions, plans, programs, corrective actions, lessons learned and others.
- Support the evaluation of practices and procedures at UNOPS premises and construction sites to assess risk and adherence to UNOPS HSSE requirements.
- Review HSSE plans from contractors to ensure project implementation is fully aligned to UNOPS HSSE guidelines.
- Assist field teams to correct deviations from HSSE requirements including managing breaches of requirements and the need to improve the HSSE performance by personnel and contractors.
- Support the establishment, implementation and maintenance of the emergency preparedness and response plan.

### **2 Improving performance and addressing incidents**

- Carry out HSSE system implementation and reviews to ensure that UNOPS operations are complying with HSSE requirements.
- Follow up on actions to address non-conformities or issues raised in incident investigations, inspections and audits to ensure that the issues have been effectively addressed and lessons learned communicated and shared with the Management and Regional HSSE Specialist.
- Under the guidance of the Regional HSSE Specialist, carry out actions to improve the effectiveness of HSSE critical controls in projects and offices.
- Use trend analysis of monitoring data for the purposes of improving the HSSE performance.
- Under the guidance of the Regional HSSE Specialist, support initiatives related to the improvement of the HSSE culture.
- Ensure that all HSSE policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated.
- Support with all aspects of relevant HSSE legislation and communicate relevant changes to the stakeholders.
- Conduct risk assessment and provide support to enforce preventative measures on HSSE.
- Prepare reports on incidents (including near misses) and compile statistical information

to present to management on HSSE matters.

- Ensure a safe workplace environment is maintained at all times without risk to the health and safety of everyone including workers, UNOPS staff, other stakeholders and the general public.
- Support the recording and investigation of incidents (including near misses) to determine the cause and to propose improvements to processes in the future.
- Assist in the installations, maintenance and disposal of substances, plant and equipment, etc. to ensure they are done in conformity with applicable laws and industry best practice.

### **3 Assurance and Technical Support on Environmental and Social Management**

- Roll out the Environmental and Social Management Framework in consultation with the World Bank/ others IFI and the Government of Haiti.
- Provide technical advice to the Head of Program, Construction Manager and Project Managers on what needs to be included in project proposals to embed HSSE management into new projects.
- Carry out environmental and social screening processes of site specific activities that will be conducted by communities.
- Ensure that appropriate social instruments and tools are applied across the projects as set out on the Environment and Social Modeling Framework.

### **4 Knowledge Building and Knowledge Sharing**

- Develop and implement training programmes to improve the capacity of UNOPS personnel, contractors and partners in implementing UNOPS HSSE requirements.
- Facilitate practical training for contractors and project teams so that they 'learn by doing' and ensure continuous efficient operations during project execution.
- Be the focal point for HSSE knowledge building and sharing in projects and for the office with a focus on context-specific good practices.
- Support the development and implementation of other HSSE initiatives as assigned by the Regional Office.

## **3. Qualifications and Experience**

### **Education**

- An advanced university degree (e.g. Masters) in a relevant discipline (e.g. health and safety, environmental engineering, environmental sciences, civil engineering or architecture) 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**

- An internationally recognized professional certification in Occupational Health and Safety, such as NEBOSH Certificate (or an equivalent) is an asset.

### Work Experience

- A minimum of 2 years of experience in Health, Safety, Social and Environmental (HSSE) management, within engineering and construction management or in other high risk industries is required.
- Experience in HSSE risk assessments, inspections, incident investigations and/or training facilitation is required.
- Experience in managing and implementing project related health and safety matters is required.

### Desirable:

- Experience in providing advisory support and capacity building related to HSSE
- Experience working in developing countries and conflict or post-conflict situations
- Experience working in Haiti
- Experience or knowledge with different International Financial Institutions (e.g. World Bank or IDB) on environment and social safeguards

### Languages

- Fluency in French is required.
- Intermediate level in English is required.
- Knowledge of Haitian Creole or Spanish is an asset.

## 4. Competencies



Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organisation. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organisation.



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organisational 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 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 maximises 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 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.

## 5. Signature

---

Contract holder (Name/Title)

---

Signature

---

Date