

TERMS OF REFERENCE

Title:	Project Management Support - Senior Officer
Duty station:	Home-based
Section/Unit:	Haiti Country Office (HTCO)
Contract/Level:	ICS-9, LICA-9 / IICA-1
Duration:	4 months (Paternity Leave Cover)
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 team and personnel. Most national and international personnel have worked long-term in-country for UNOPS.

Job-Specific Information

Under the supervision of the Head of Programme, the Project Management Support - Senior Officer provides advisory, management, and planning services to ensure compliant planning, administration, reporting, and management (including budget and cash management) of the projects' financial resources; and maintains oversight and control of Programme financial activities, providing value-added advisory services.

Note: This position offers the flexibility of being based either in Port-au-Prince, Haiti, or home-based. For home-based positions, it is expected that the incumbent will work within the same working hours as in Haiti.

2. Summary of Key Functions

1. Project Formulation and Approval
2. Project Implementation
3. Coordination and Liaison

4. Operational and Logistic Support

1. Project Formulation and Approval

- Provide substantive inputs and assist the Project Manager in the preparation/finalization of documents for approval, including i.e. MOA's, Letters of Agreement or Exchange of Letters (EOL) with clients, project documents and detailed project budgets.
- Provide substantive support in initiating and finalization of Project LEADs for the Project.
- Review operational budget formats in accordance with the UNOPS financial management system and ensure accuracy of support documents for approval.
- Proactively coordinate and liaise with relevant teams on project amendments and budget revisions.

2. Project Implementation

- Advise the Project Manager on UNOPS Policies and Procedures, Financial Rules and Regulations (FR&R) and other requirements for efficient project implementation and progress.
- Monitor project financials and advise the Project Manager accordingly.
- Track expenditure and take relevant action when required to revise budgets (realignment and amendment).
- Monitor and record best practices and innovative approaches within UNOPS FR&R; identify and show alternative options according to Activity needs.
- Supporting the project planning process.
- Maintenance of all supporting project financial documents for audit and review processes.
- Management of work packages within the project as and when required.
- Supervise Project Assistant(s) within the Team, to ensure work efficiency and quality at all times.

3. Coordination and Liaison

- Monitoring and follow-up of the correct progress and/or status of contracting processes (Procurement, HR, Service Contracts etc.) under the Project.
- Proactively coordinate/liaise with support units on all admin matters related to contract management.
- Support the Project Manager to complete project assurance related tasks.

4. Operational and Logistic Support

- In consultation with the relevant stakeholders, prepare amendments of Agreements and Budget revisions when applicable.
- Review input of financial information, expenditures, etc.
- Ensure conformity of project disbursement requests with procedures, work plans, and availability of resources for expenditure.
- Liaise with the Finance Unit to process and monitor all payment requests within the Project.

- Assist the Project Manager in monitoring all HR requirements and related activities under the Project.
- Preparation of Terms of Reference (ToR) for required inputs in the projects (staff, individual and institutional consultancy services, procurement of goods and services, organization of training, seminars, etc.), with expert and/or client support as required.
- Providing induction briefings to newly recruited staff and rendering support to consultants in the course of their assignment.
- Supervise and review submissions for Contracts, Purchase orders, Waivers, and related documents prior to final approval.
- In accordance with UN and UNOPS Security Policies, manage travel for all personnel in the Project Team.
- Organize all project and stakeholder meetings as and when necessary, and maintain records of these meetings.
- Maintain records of project files and Activity reports in hard and soft copy.
- Prepare budget forecasts and periodic financial reports as requested.
- Review weekly Activity reports and quarterly financial reports with respect to outputs based on work plans and budget forecasts.
- Liaise with finance and logistics/procurement units in tracking commitments and disbursements.
- Identify operational, administrative, financial and other bottlenecks that may impede project delivery; recommend solutions and take appropriate remedial action.
- The Project Management Support Senior Officer will act as the Deputy to the Project Manager. As such, in the absence of the Project Manager, the Project Management Support Senior Officer will be overall responsible for the project.
- On behalf of the Project and as directed by the Project Manager, participate in periodic visits to the project sites within Haiti to review compliance with recognized procedures.
- Establish and monitor an internal control system for all administrative actions.

3. Qualifications and Experience

Education

- An advanced university degree (e.g. Masters) in Business Administration, Management Studies, Finance, Law or other relevant area is required.
- A first-level university degree (e.g. Bachelor) in Business Administration, Management Studies, Finance, Law or other relevant area 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.

Work Experience

- A minimum of 2 years' experience in project management support and financial management is required.

- Experience working for UNOPS is required.
- Experience using UNOPS Financial Management Systems is a distinct advantage.

Languages

- Fluency in English and intermediate French (equivalent to B2 level) is required.

4. Competencies



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.



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