

## TERMS OF REFERENCE

<b>Title:</b>	Project Management Support - Senior Associate
<b>Duty station:</b>	Home-based
<b>Section/Unit:</b>	Haiti Country Office (HTCO)
<b>Contract/Level:</b>	Local Support ICA 7
<b>Duration:</b>	Open-ended( subject to satisfactory performance and budget availability)
<b>Supervisor:</b>	Project Management Support - Senior Officer, ICS-09/IICA-1

### 1. Background Information

#### General Background of Project / Assignment

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 8,000 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.

The UNOPS Haiti office supports international partners and the Haitian Government in their work to improve lives following the 2010 earthquake. UNOPS project managers and their local employees are helping to check the safety of damaged houses, build transitional shelters for homeless families, and provide cleaner toilets for those living in camps, clear canals of debris to prevent floods, repair roads, and construct maternity centers and schools.

#### Purpose and Scope of Assignment

Under the guidance and supervision of the Project Management Support - Senior Officer, the Project Management Support - Senior Associate will be responsible for providing support in budget planning, preparation, allocation and monitoring to ensure the availability and effective/optimum utilization of Project Funds. Work will be in accordance with UNOPS Haiti Operational Hub financial resources and to the project plans and approved allocations, and in compliance with UNOPS Financial Rules and Regulations.

**The Project Management Support - Senior Associate job is home-based, but you need to live in in the North America or Caribbean Region to apply**

### 2. Functional Responsibilities

- Full compliance with UNOPS rules and regulations of project management, financial processes, financial records and reports and audit follow up, human resources management, procurement processes; implementation of the effective internal control framework,
- Support of all aspects of project implementation and service delivery in full compliance with UNOPS rules and regulations; monitoring of progress for all projects agreements under his/her responsibility, anticipating operational and budgetary issues and taking pre-emptive action.
- Support in the provision of operational, budgetary and financial guidance to project personnel
- Initiation of procurement of goods or services by requesting quotations or proposals, examining cost estimates, evaluating cost effectiveness and compliance with provisions contained in the UNOPS Procurement Manual and related guidelines. Active follow-up from procurement award to contract issuance and management
- Support in verification of accuracy of transactions and completeness of documentation
- Initiation of action and certification for approval at the higher level as may be required. Monitoring of expenditures, regularly informing supervisor and clients of budget status and any need to reallocate resources to meet objectives
- Responsible for preparation of project budgets, including budget revisions in consultation with Finance Team, regular analysis and reporting on the budget situation; monitoring of expenditures against budget allotments and reporting on variances;
- Tracking, maintenance and reporting of assets and non-expendable property and equipment and ensure that physical verification of assets and equipment is performed on a regular schedule, and that any discrepancies are fully investigated and resolved;
- Monitor project expenditure and liaise closely with Finance to ensure all necessary budget functions are performed and funds are utilized in time
- Routinely monitoring of financial reports in oneUNOPS for unusual activities, transactions, and investigation of anomalies or unusual transactions related to the project;
- Support the recruitment, training, supervision, management and deployment of international and national personnel in liaison with HR at various levels to projects
- Ensure that requisitions are created according to projects' requirements within the budget line limits in liaison with the Logistics & Procurement Units
- Liaising with the Procurement Unit for purchase orders, contracts, and payment requests
- The clearance of payment requests prior to submission to Finance Unit;
- Where required provide support to Project Manager in the preparation of work plans project documents, project proposals.

- Provide reporting and information on project status and lead the project closure process.
- Maintenance of accurate data and information to facilitate monitoring and evaluation of project and service activities, and to institutionalize and disseminate knowledge
- Any other duties as assigned

### 3. Qualifications and Experience

#### Education

- Advanced University Degree (Masters Equivalent) is required,
- A first-level university degree or high school diploma in combination with qualifying experience may be accepted in lieu of the advanced university degree.
- Professional certification in accounting is an asset.

#### Work Experience

- Between 1 and 7 years (depending on level of education)of continuous experience in the administrative and financial project support
- Knowledge of UNOPS ERP is an asset
- Knowledge of the regulations and policies of the UNOPS is an asset

#### Languages

- Fluency in oral and written French and English 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.

### **Functional competencies**

- Establish priorities
- Team Work
- Respect for others
- Be professional and punctual
- Working actively toward the continuity of the personal learning and development in one or several sectors of practices
- The results on the basis of the performance and the satisfaction of clients
- Approaching the work constantly with a lot of energy, a positive and constructive attitude
- Have a/of previous experiences in projects of before and after conflict or natural disaster is an asset
- Be able to react in a crisis situation

## **5. Signature**

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Contract holder (Name/Title)

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Signature

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Date