UNOPS — Job Profile

I. Post Information

Post Title: **Project Manager** **Project Focus:** Implementation **Project Area:** Infrastructure	Proposed Grade: **LICA-10**

II. Organisational 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 organisations. With over 6,000 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.

Haiti Country Office Context

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.

Project Background

The Haiti Country Office (HTCO) is seeking to hire a Project Manager 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 and provides services to the different donors, partners and beneficiaries. The Project Manager acts on behalf of the Project Board to manage the project on an ongoing basis during the Implementation Stage. The main responsibility of a Project Manager is to ensure that the project outputs are delivered within the specified project tolerances of time, cost, quality, scope, risk and benefits. He/she is expected to meet the organization's performance and delivery goals.

The Project Manager is responsible to create the Implementation Plan, use the Project Initiation Documents (PID), Legal Agreement and have 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 Project Manager will be based on the defined Success Criteria.

The project manager for infrastructure projects will be managing project(s) which ultimate goal is to deliver infrastructure physical assets or technical outputs. Those infrastructures are diverse and range from educational and health facilities to roads, bridges, irrigation systems or ports.

III. Functions / Key Results Expected

Summary of 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
- 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
- Ensure maintenance of the project files and lessons learned are recorded
- 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
- Ensure that behavioural expectations of team members are established
- Ensure that performance reviews are conducted fairly, accurately and timely
- Select, recruit and train team as required and taking into account gender parity and diversity objectives.
- Ensure safety and security for all project personnel and comply with UNDSS standards

IV. Impact of Results

Project Manager directly impacts on achievement of project results by adhering to project management methods and strategies, reducing risks, cutting costs and improving success rates. This consequently reinforces the visibility and image of 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.
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.
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:	● Advanced University Degree in Project Management, Architecture, Civil Engineering.

	● A combination of Bachelor's degree with an additional 2 years of relevant work experience may be accepted in lieu of the education requirements outlined above.
Certification:	● Certification in Project Management (PRINCE2, PMI, etc.) is an asset. ● Complete the UNOPS PMM, UNOPS PMM Infra perspective and oneUNOPS Projects training within (3) months from joining UNOPS. ● Professional certification from an accredited institution (PEng., CEng. , etc) is an asset
Experience:	● A minimum of 5 years' experience in Implementing and managing infrastructure projects (roads, culverts, bridges, irrigation, health, windmills, solar power, ports, etc.) is required. ● Experience in contract management is an asset. ● Knowledge of FIDIC contracts is an asset. ● Technical acumen, with the ability to understand and speak to technical project plans and documents. ● Experience in planning and applying Health & Safety procedures is an asset. ● Experience in developing Procurement strategies is an asset. ● Proficient in MS Project and Schedule Analysis is an asset. ● Experience in developing countries or post conflict environments is an asset. ● Experience in writing reports, performing data analysis, and writing technical documents is an asset. ● Knowledge of quality assurance methodologies is an asset. ● Experience in risk management is an asset. ● Experience working in multicultural teams is an asset. ● Experience in managing teams is an asset. ● Strong analytical capabilities with the ability to manage tasks associated with the development of projects. ● Strong Problem-Solving Skills.
Language Requirements:	● Fluency in French is required. ● Intermediate level English Is required.

VII. Signatures- Post Description Certification

Incumbent *(if applicable):*

Name:

Title:	Signature:	Date:
Supervisor:		
Name:		
Title:	Signature:	Date:
Chief Division/Section:		
Name:		
Title:	Signature:	Date: