

I. Post Information

Post Title: **Senior Project Manager**
 Project Category: **3**
 Project Focus: **Implementation**
 Project Area: **Infrastructure**
 Post Number:
 Organisational Unit: LCR PAMCO, Costa Rica
 Supervisor/ Grade: Head of Programme
 Source of Funding (*project/non-project*):
 Project

Current Grade:
 Proposed Grade: **ICS11 / IICA 3**
 Approved Grade: X
 Post Classified by:
 Classification Approved by:

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.

Senior Project Manager is responsible for the day-to-day operations of the project(s) and provides services to the different donors, partners and beneficiaries. Senior 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 Senior 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.

Senior Project Manager has the authority to assign, as per the Project Plan, work packages to Team Managers and approve deliverables produced by them.

The Senior Project Manager is 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 Senior Project Manager will be based on the defined Success Criteria.

Project Information:

The project aims to support, strengthen, and improve the Queen Elizabeth Hospital (QEH), Barbados' primary acute care medical facility, located in Bridgetown. UNOPS will support the QEH and the Ministry of Health and Wellness of Barbados (MoHW) through the provision of project implementation services for the management and procurement of the following components:

1. Development of comprehensive Master Planning for Queen Elizabeth Hospital according to the results of the assessment of the Hospital and in coherence with the population health projections data for the hospital growth.
2. Strengthen the existing capacity in the Queen Elizabeth Hospital through the provision of rehabilitation services on existing infrastructures.
3. Support the optimization of the current hospital capabilities through the provision of procurement services for the acquisition of medical equipment and IT equipment.
4. Support the identification and development of future hospital capabilities through the provision of integral design and procurement services for additional administrative and laboratory facilities.

Local Context:

Barbados is the United Nations hub for the Eastern-Caribbean, and as such benefits from a strong UN presence. UNOPS presence in the country will be expanded for this project, with the opening of an office in Bridgetown, supported by the UN system and UNOPS Multi-Country office for Panama, Costa Rica and the Caribbean based in San Jose, Costa Rica.

Barbados is a safe country, with a UN Class A hardship level, and level 1 Security level in the US State Department. Normal caution is advised.

UNOPS benefits from an established relationship with the Ministry of Health and Wellness of Barbados and the QEH teams.

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
- 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
- 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 Senior 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 Senior 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 behavioral expectations of team members are established
- Ensure that performance reviews are conducted fairly, accurately and timely
- Select, recruit and train a team as required and take into account gender parity and diversity objectives.
- Ensure safety and security for all project personnel and comply with UNDSS standards
- 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.

IV. Impact of Results

Senior 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



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, utilising appropriate leadership styles



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).

	<p>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.</p>
	<p>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 behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.</p>
	<p>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.</p>
	<p>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.</p>

VI. Recruitment Qualifications -	
<p>Education:</p>	<ul style="list-style-type: none"> ● Advanced University Degree (equivalent to a Master's Degree) in a relevant technical discipline related to the nature of the project is required. Preferably in any of the following disciplines: Infrastructure, Civil Engineering, Project Management, Procurement, Business Administration, Economics and/or other relevant fields. ● A Bachelor's degree will be accepted preferably in one of the aforementioned areas with a combination of a minimum of nine (9) years of relevant experience.
<p>Certification:</p>	<ul style="list-style-type: none"> ● PRINCE2 Practitioner, PRINCE2 Foundation or PMP is mandatory. ● Professional certification from an accredited institution (PEng., CEng. , etc) is an asset.
<p>Experience:</p>	<ul style="list-style-type: none"> ● A minimum of 7 years' experience (or more based on academic merits) in managing complex infrastructure projects is required. ● Working experience in developing countries or post conflict environments is required. ● Working experience in implementing and delivering projects for international organizations is required. ● Strong experience in developing procurement strategies and exposure to public procurement processes is required.

	<ul style="list-style-type: none"> • Experience in implementing and managing large scale health infrastructure projects would be an asset. • Project management experience within UNOPS would be an asset. • Strong experience in contract management is required. • Sound knowledge of FIDIC contracts would be an asset. • Working experience in multicultural teams and /or in the Caribbean would be an asset.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in English language is required • Fluency in Spanish is an asset. • Fluency in another UN language would be an asset.

VII. Signatures- Post Description Certification		
Incumbent <i>(if applicable)</i> :		
Name:		
Title:	Signature:	Date:
Supervisor:		
Name:		
Title:	Signature:	Date:
Chief Division/Section:		
Name:		
Title:	Signature:	Date:

