

**I. Post Information**

Post Title: **Senior Project Manager**  
Project Category: **3**  
**Duty station: Lima, Peru**  
Project Area: **Infrastructure**  
Post Number:  
Organisational Unit: PEMCO  
Supervisor/ Grade: Director/a UNOPS  
Source of Funding (*project/non-project*):  
Proyecto

Current Grade:  
  
Proposed Grade: **ICS11- IICA 3** delete as appropriate, based on the project complexity/context)  
Approved Grade: ICS 11  
Post Classified by:  
Classification Approved by: IPAS HR

**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 activities of the project. The Senior Project Manager acts on behalf of the Project Steering Committee to manage the project closure plan and its respective activities in line with UNOPS policies. The main responsibility of the Senior Project Manager is to ensure the completion of the Museum building's remaining activities (detailed in the next sections of this ToR), manage the tasks established in the Project Management Manual (PMM) for operational and financial closure, and provision of other ad hoc support to the Peru Multi-Country Office (MCO) management concerning the project closure.

The Senior Project Manager has the authority to assign, as per the project closure plan, work packages to team managers and approve deliverables produced by them.

**Project Information:**

The Peru office is currently finishing an infrastructure project, which includes the implementation of some works and other activities as part of the closing process. A Senior Project Manager is required for this position to manage this implementation of the works pending, final handover and the closing process.

**Key responsibilities:**

- 1- Develop a Project Closure Plan, submit it, and get approval from the Project Steering Committee.
- 2- Lead, manage and implement the remaining outstanding activities detailed in the section "Project Information".
- 3- Manage and support on the relations with the Ministry of Culture, to reconcile the closing of the agreement (operational and financial), according to the delegations provided by the Country Director
- 4- Lead and manage UNOPS internal processes related to the project under the new allocated budget.
- 5- Lead and manage the UNOPS Peru project team, including the team of technical specialists.
- 6- Close the project in alignment with the requirements of UNOPS Policies
- 7- Provision of ad-hoc support to UNOPS Peru MOC Director related to the closure of this project.
- 8- Maintain regular technical and managerial communications and meetings with internal stakeholders, including UNOPS HQ and UNOPS Regional Office.

**Duration and Location:**

The assignment will be initially for a period of 6 months with the possibility of extension. The assignment will be carried out in country (Peru).

**Reporting and Coordination:**

The Senior Project Manager has a direct reporting line to the Chair of the Project Steering Committee

In the following section, there is a broad description of the Closure Manager roles and responsibilities.

### III. Functions / Role & Responsibilities

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/review, complete and update the Project Closure Plan
- Implement the approved Project Closure Plan (including the establishment of milestones) within tolerances set by the Project Steering Committee
- Manage the production of the required outputs, taking responsibility for overall progress and use of resources and initiating corrective action where necessary.
- Ensure that the quality of work packages and deliverables complies with the quality requirements defined in the Project Closure Plan.
- Liaise with any external Suppliers/Consultants/Contractors ,account managers and other relevant stakeholders
- Manage acceptance and delivery of work packages
- Monitor project progress ensuring that work packages are being executed properly
- Control project and work package changes
- Accept goods, services or works delivered by Suppliers/Consultants/Contractors
- Lead contract management duties including Suppliers/Consultants/Contractors performance evaluation.
- Act as the Employer's Representative within the UNOPS design/works contracts.
- Identify, and anticipate in a timely manner, potential risks and issues and proactively propose risk mitigating measures to UNOPS senior management/ the Project Steering Committee in order to achieve maximum benefit to UNOPS, partner(s) and other relevant stakeholders, including to actively mitigate financial and reputational risks to UNOPS and to prevent formal disputes involving UNOPS.
- Proactively seek legal advice and involvement of the UNOPS Legal Group as needed.
- Identify and report to the supervisor potential business opportunities for UNOPS.

## **2. Procedures**

- Ensure compliance of UNOPS with all organizational policies, specifically with the UNOPS Project Management Manual (PMM), and other applicable rules and laws
- Support in ensuring that UNOPS project management and technical teams have the necessary resources and qualifications to implement the Project Closure Plan and related activities
- Prepare/adapt all relevant plans for approval by the Project Steering Committee. .
- Manage the reporting obligations defined in the relevant legal agreement(s) and in the Project Closure Plan
- Draft the requirements and definitions for procurement processes. Approve requisitions and requests for non-purchase order payments; Evaluate submissions received, if appointed to the evaluation team.
- Ensure maintenance of the project files and lessons learned are recorded
- Ensure the development and implementation of project financial management guidelines and control mechanisms, in conformity with UNOPS rules and regulations.
- 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.
- Support project audit activities, including planning, preparation and coordination during the audits and follow up on audit observations/recommendations
- Escalate issues without delay to ensure that they can be addressed with the full support of the organisation.

### **3. Monitoring and reporting**

- Prepare and issue regular project and/or financial reports in accordance with the requirements for reporting.
- Regularly review project status, evaluating performance criteria (scope, cost, schedule and quality).
- Maintain diaries and progress reports as required by the organisation'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' closure life.

### **4. Stakeholder engagement**

- Develop stakeholder profiles and facilitate the formulation of stakeholder engagement strategies
- Establish solid working relationships with the Project Steering Committee (Executive, Senior Users and Senior Suppliers), the client and other 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.
- 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 the 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.

	<p>Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. <b>For people managers only:</b> Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilising appropriate leadership styles</p>
	<p>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>
	<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 behaviour. 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	
Education	<ul style="list-style-type: none"> <li>• An advanced university degree (e.g. Master's Degree) in an infrastructure-related field, such as Civil or Construction Engineering, Architecture, Construction Management, or equivalent discipline is required.</li> <li>• A first-level university degree (e.g. Bachelor's Degree) in combination with two (2) additional years of progressively relevant experience may be accepted in lieu of an advanced university degree.</li> <li>• Accreditation as a Professional Engineer (PE), Chartered Engineer or similar is desired.</li> </ul>

	<ul style="list-style-type: none"> <li>• Certification in Project Management is required, for example (PRINCE2 Practitioner, PMI, etc.).</li> </ul>
<b>Work experience</b>	<ul style="list-style-type: none"> <li>• A minimum of seven (7) years' experience (or more depending on academic credentials) in managing or supervising construction activities related to the project requirements on a range of large and diverse construction projects is required.</li> <li>• Experience implementing works under complex quality, safety and environmental management plans is required;</li> <li>• Proficiency with computers in particular design and planning/scheduling software, and other related software related to the position's field of expertise is highly desirable.</li> <li>• Strong experience in contract management.</li> <li>• Strong collaboration capabilities with project teams in order expedite deliverables.</li> <li>• Strong problem-solving skills.</li> <li>• Experience in managing teams.</li> </ul>
Language Requirements:	- Fluency in Spanish and English language is essential

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: