



Project Manager

Job categories	Project Management
Vacancy code	VA/2020/B5104/20184
Level	ICS-10
Department/office	MR, AMM, Amman
Duty station	Erbil, (with frequent travel to Sinjar) and with possible relocation to Mosul which is subject to the availability of UN premises in Mosul., Iraq
Contract type	International ICA
Contract level	IICA-2
Duration	Ongoing ICA – 'Open-ended, subject to organizational requirements, availability of funds and satisfactory performance
Application period	03-Aug-2020 to 18-Aug-2020

Applications to vacancies must be received before midnight Copenhagen time (CET) on the closing date of the announcement.

Background Information - Job-specific

The UNOPS Hub in Amman implements projects on behalf of UN agencies and bilateral donors and in close coordination with the Government and national authorities. With an established presence across the region, the office runs operations including large-scale procurement, project development and technical management, and provides financial, human resources and infrastructure-related services.

The functional objective of UNOPS Hub in Amman is to deliver its projects in an efficient and effective manner and in line with the principles, rules and regulations of UNOPS, to achieve the outcomes sought by the clients.

The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

UNOPS is committed to achieving a fully diverse workforce.

UNOPS is undertaking a project to enhance access to basic water services among Sinjar residents in Iraq, through rehabilitation of damaged water facilities, such as potable and /or storm water pumps, generators, and parts of water treatment units. The project also entails procurement of equipment and tools such as hybrid water pumps, screen water filters or any needed equipment. The procurement will be based on incorporating innovative technologies and renewable and hybrid systems where applicable. The final scope of work and targeted locations will be further determined after conducting in-depth technical as well as community assessments, in coordination with the government authorities at the planning stage of this project.

Functional 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

Under the overall guidance of the Director Amman Operational Hub, under the direct supervision of the Head of Programme, and in close coordination with the Iraq Programme Advisor; the Project Manager (PM) will be responsible for all aspects of the project life-cycle in accordance with the Project Document, the legal agreement between UNOPS and the donor, and in compliance with Project Management Manual (PMM) as well as the Organizational Directives and Administrative Instructions on Project Management.

The PM must be able to undertake independently, the following tasks:

1. Project Delivery and Performance

- Ensure the preparation and delivery of all the project's elements and activities mentioned in the project document/ legal agreement.
- Ensure timely planning and implementation of the project's activities, ensuring that the project's goals and objectives are accomplished within the prescribed scope of work, timeframe (schedule) and the agreed funding parameters (budget).

- Study and/ or prepare the scope of works, budgets, terms of reference, contracts and all technical requirements of the engineering design and construction phases;
- Prepare and analyse all project documents, and ensure compliance with specifications in accordance with relevant codes and national standards as well as good engineering practices.
- Review project designs (buildings architecture, structural, external works and electro-mechanical works) in terms of accuracy, suitability to overall design requirements, including identifying improvements in the designs and be able to propose practical solutions and alternatives. Also, the PM is responsible to submit the final designs to the Design Review team at UNOPS HQ and obtain the Design Review Certificate.
- Review, guide and approve plans/drawings presented by consultant/ contractor during implementation phases (design and construction), and present a methodology to control the scope and reflect the impact of any changes on the project objectives.
- Follow up with the design engineering consultants' and rehabilitation contractors' obligations on site including inspections, testing, quantity surveying, etc.
- Review and approve monthly progress reports submitted by consultant/ contractor to also include detail the work accomplished, materials used, and total hours/days worked per the beneficiary.
- Develop, complete and update implementation plan(s) on a monthly/ quarterly basis, as applicable.
- Implement and control 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 and oversee 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.
- Ensure PSEA measures are implemented within the project, and as per the country PSEA action plan.
- Liaise with any external suppliers/contractors as well as as with all internal units of UNOPS Amman Hub for timely planning and execution of project activities.
- 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/contractors.
- Lead contract management duties including supplier performance evaluation.

- 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
- 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.
- 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 gender aspects are mainstreamed throughout the project life cycle. This includes, but is not limited to, preparation, implementing, monitoring and reporting on actions related to the project gender action plan (GAP) as needed as well as updating the GAP as required;
- Maintain proper maintenance of equipment, compliance with all codes and adherence to Health, Safety, Security, and Environmental (HSSE) regulations as per UNOPS requirements;
- 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), donor and key stakeholders including the beneficiaries and other project partners, but not only limited to the Italian Agency for Development Cooperation (AICS); Ministry of Housing, Construction, and Public Works (MoHCPC), and all relevant stakeholders.
- Advise the Project Board (which consist of UNOPS, AICS, MoHCPC, and other stakeholders and beneficiaries who can be invited as an observer) on issues that may impact the achievement of outcomes and deliverables including issues of sustainability and post project requirements such as maintenance;
- Ensure that project stakeholders including contractors and subcontractors (if any) as well as government entities are aware of the UNOPS Prevention of Sexual Exploitation and Abuse (PSEA) policy and how to report concerns;
- 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.)

1. 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.
- Participate in the relevant UNOPS Currents.
- Provide feedback to Practice Groups on policy, supporting guidance with an aim towards continuous improvement of UNOPS policies

6. 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 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, harrasement, sexual harrasement 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.

Impact on 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.

Education/Experience/Language requirements

Education:

- A Master's Degree is required. Preferably in Civil Engineering, Water Networks Engineering, and/or Construction Management. .
- A Bachelor's Degree in Civil Engineering or Water Networks Engineering in combination with 2 additional years of relevant experience will be accepted in lieu of a Master's Degree.

Experience:

- Minimum of 5 years (or more depending on academic credentials) of progressive experience in Programme/ Project Management, with at least 3 years of experience as a Project Manager of water infrastructure (construction and/ or rehabilitation) related projects is required.
- Previous experience in rehabilitation and/ or construction projects with international organization/s and/or UN in a humanitarian and/ or conflict/post-conflict settings is required;
- Demonstrated competence in all aspects of project planning, monitoring, and management, including application of all aspects of results-based management/project cycle management.
- Proven capacity to interact with a variety of stakeholders, including non-governmental partners, and other UN agencies and international donors is desirable;
- High proficiency with computers, and other software/ platforms related to the positions field of expertise. Good experience in working with the G-Suite platform including, Google Drive, Google Calendar, Gmail, Google Sheets, Docs, and Slides.

Language

- Fluency in Arabic and English is required.

Certification:

- International Project Manager Association (IPMA Level B) or Project Management Professional (PMP - PMI) or PRINCE2 foundation is desired.

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. **(for levels IICA-2, IICA-3, LICA Specialist- 10, LICA Specialist-11, NOC, NOD, P3, P4 and above)**



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 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 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.

Contract type, level and duration

Contract type: Individual Contractual Agreement (ICA)

Contract level: I-ICA 2

Contract duration: Ongoing ICA – ‘Open-ended, subject to organizational requirements, availability of funds and satisfactory performance.’

For more details about the ICA contractual modality, please follow this link:

<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/Individual-Contractor-Agreements.aspx> (<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/Individual-Contractor-Agreements.aspx>).

Additional Considerations

- Please note that the closing date is midnight Copenhagen time
- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- **Qualified female candidates are strongly encouraged to apply.**
- **Baghdad is not a UN Family Duty Station**
- UNOPS seeks to reasonably accommodate candidates with special needs, upon request.
- Work life harmonization - UNOPS values its people and recognizes the importance of balancing professional and personal demands. We have a progressive policy on work-life harmonization and offer several flexible working options. This policy applies to UNOPS personnel on all contract types
- For staff positions only, UNOPS reserves the right to appoint a candidate at a lower level than the advertised level of the post
- For retainer contracts, you must complete a few Mandatory Courses (around 4 hours) in your own time, before providing services to UNOPS.
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

It is the policy of UNOPS to conduct background checks on all potential recruits/interns.

Recruitment/internship in UNOPS is contingent on the results of such checks.

Background Information - UNOPS

UNOPS is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Our mission is to help people build better lives and countries achieve sustainable development.

UNOPS areas of expertise cover infrastructure, procurement, project management, financial management and human resources.

Working with us

UNOPS offers short- and long-term work opportunities in diverse and challenging environments across the globe. We are looking for creative, results-focused professionals with skills in a range of disciplines.

Diversity

With over 4,000 UNOPS personnel and approximately 7,000 personnel recruited on behalf of UNOPS partners spread across 80 countries, our workforce represents a wide range of nationalities and cultures. We promote a balanced, diverse workforce — a strength that helps us better understand and address our partners' needs, and continually strive to improve our gender balance through initiatives and policies that encourage recruitment of qualified female candidates.

Work life harmonization

UNOPS values its people and recognizes the importance of balancing professional and personal demands.

DISCLAIMER

The screening of your application will be conducted based on the information in your profile. Before applying, we strongly suggest that you review your [UNOPS Jobs profile](https://jobs.unops.org/pages/User/CreateProfile.aspx) (<https://jobs.unops.org/pages/User/CreateProfile.aspx>) to ensure completeness, especially the education and experience sections.

RELEVANT STORIES

- "I am very proud to be a member of the UNOPS family. The projects and partners we work with really benefit those who need it most"

Vicente Huaquisto

Driver At Unops In Peru

- "UNOPS is a results-oriented organization – it therefore pushes me to perform at my best every day."

Mariacarmen Colitti

Senior Partnerships and Liaison Advisor

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