



## Programme Manager

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| <b>Job categories</b>     | Programme Management  |
| <b>Vacancy code</b>       | VA/2018/B5304/16816   |
| <b>Level</b>              | ICS-11  |
| <b>Department/office</b>  | AFR, KEOH, South Sudan  |
| <b>Duty station</b>       | Juba, South Sudan   |
| <b>Contract type</b>      | International ICA   |
| <b>Contract level</b>     | IICA-3  |
| <b>Duration</b>           | 'Open-ended, subject to organizational requirements, availability of funds and satisfactory performance.' |
| <b>Application period</b> | 17-Nov-2018 to 01-Dec-2018  |

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

### Background Information - Job-specific

The Programme Manager will play a critical role in supporting the RAPID Program to develop and implement programmes necessary to further develop UNOPS as the partner of Choice for donors and Government, for the implementation of USAID projects within South Sudan, while meeting and exceeding the organization's performance and delivery goals.

The Programme Manager is responsible to produce/read 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 programme's products are capable of meeting the business cases for both UNOPS and the client. The Programme Manager will have overall management responsibility for programme delivery throughout RAPID Program. The Programme Manager will play a crucial role in the development and implementation of strategies and practices necessary to develop and manage the

RAPID programme further for the implementation of projects while meeting and exceeding the organization's performance and delivery goals. Success of the programme and will be based on UNOPS success criteria in relation to engagements; and these are linked to the responsibilities below.

The Programme Manager should be able to provide strategic overview and scrutiny utilizing leadership and management skills and understanding of project and programme maturity. They should be able to understand the wider objectives of the programme and have credibility with the environment and be able to influence others.

A Programme Manager at this level would be expected to manage a multiple projects with mid-level risk or complexity. The project would rely on a number of external partners for its successful delivery, managing tight timeline with some flexibility. The Programme Manager is responsible for all aspects of the program and project life cycle.

## **Functional Responsibilities**

### **Stakeholder Management:**

- Establish solid working relationship with the project board (Executive, Senior Users and Senior Suppliers), client and key stakeholders
- Manage communications and ensure stakeholders are aware of project activities, progress, exceptions and are in a position to accept handover products
- Advise the client on issues that may impact the achievement of their outcomes (including issues of sustainability and post project requirements such as maintenance)
- Defines the programme's governance framework (resource management, monitoring and control, quality and risk management, stakeholder engagement and benefits management)
- Maintain overall integrity and coherence of the RAPID Programme, and develop and maintain the programme environment to support each individual project and stakeholders
- Develop proposals and prepare project documents agreements in connection with identified opportunities and in cooperation/collaboration with partners
- Establish the strategies and implementation plans for the RAPID Program in collaboration with the partners and stakeholders, set objectives, performance measurements, standards and results expected to ensure timely and partner oriented services
- Manage the information flows between the Project Board/OC Director and the project(s)
- Ability to establish and maintain broad strategic networks and partnerships with UN agencies and other international partners to promote partnership and build alliances to advance organizational interests and competencies. Ultimately responsible for the delivering capabilities and relevant outcomes of meeting and exceeding Donor and client expectations

### **Delivery and Performance:**

- Develop and maintain project plans
- Implement approved project plans (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 cycle
- Manage the production of the required products, taking responsibility for overall progress and use of resources and initiating corrective action where necessary
- Liaise with any external suppliers or account managers
- Authorize Work Packages
- Advise the Project Board and OC Manager of any deviations from the plan
- Identify and manage risks so that maximum benefit to client and stakeholders is achieved
- Manage and review product quality and ensure products are accepted
- Monitor and evaluate performance of service providers
- Identify and report potential business opportunities for UNOPS to supervisor
- Identify and report threats to UNOPS internal business case to supervisor
- Coordinate, guide and assist Project Team Leader with planning, execution and delivery of projects ensuring incorporation of best project management practices
- Oversee the delivery of existing project portfolio, monitoring delivery in terms of quality, costs and time; and of timely and accurate reporting
- Establish performance objectives with appropriate measures and timelines for all projects and project personnel. Advise the HoP and Country Director on all matters concerning the delivery of projects and program development
- Develop and implement RAPID Programme's Governance framework, under the guidance of Head of Programme and Country Director
- Maximize the efficient allocation of resources and skills within the portfolio of projects and projects dossier
- Effectively and efficiently delegate responsibility and authority, and ensure accountability, to subordinate staff / PSOs for the delivery of agreed outputs
- Prepare and submit for approval, revenue and expenditure forecasts based on established financial goals
- Ensure clear communications and good relations are developed and maintained throughout the Programme and Project teams, with internal support departments in SSOC, and with external parties such as UN mission, donors, Government, sister agencies etc.
- Manage the performance of the programme team
- Report progress of the programme at regular and sustained intervals to the Head of Programme and Country Director and upon requests
- Proactively monitor programme's overall progress, manage and resolve risks and issues and initiate corrective action as needed and as appropriate
- Plan and propose to Country Director and HoP required resources (human, financial and administrative) to achieve goals
- Seeking opportunities USAID may be interested in
- Strong skills in programme and project management with proven competencies in related tools and methodologies
- Plan, develop, coordinate, communicate and direct the portfolio and programme

**Procedures:**

- Follow the Project Management Cycle Instructions and ensure that all organizational policy is complied with (Organizational Directives and Administrative Instructions)

- Prepare/adapt the following plans for approval by the Project Board: I. Project Initiation Documentation; II. Stage/Exception Plans and relevant Product Descriptions
- Prepare the following reports:
  - i. Highlight Reports
  - ii. End Stage Reports
  - iii. Operational Closure Checklist
  - iv. End Project Report
  - v. Handover Report
- Maintain the following: i. Electronic Blue File; ii. Procurement, HR and Finance files as required by those practices as per OD12
- Ensure that all expenditure comply with UNOPS Financial Rules and Regulations (FRR)
- 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 and remain accountable for 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

### **Knowledge Management:**

- Participate in the relevant Communities of Practice
- Actively interact with other PMs and the PM community to share case studies, lessons learned and best practice on the Knowledge System
- Provide feedback to Practice Leads on policy, supporting guidance with an aim towards continuous improvement of UNOPS policies
- Complete lessons learned as per reporting format
- Incorporate lessons learned from others as per planning format
- Contribute to the development and introduction of innovation to ensure UNOPS is continually incorporating best practice approaches in the delivery of programme portfolio
- Contribute to the dissemination and sharing of best practices and lessons learned for programme development planning and knowledge building
- Plan, implement and organize strategic capacity building of personnel, partners and stakeholders
- Expert knowledge of UNOPS processes and tools. Solid understanding of the project environment including understanding of Project Management Maturity. Good organizational skills and orientation to detail.

### **Personnel Management:**

- Lead and motivate the project management team

- Ensure that behavioral expectations of team members are established
- Ensure that performance reviews are conducted
- Develop and drive a culture of excellence, continuous improvement, and performance optimization across all projects
- Identify outstanding staff and bring them to the attention of the OC Director
- Have a thorough understanding of UNOPS personnel contract modalities (including ICA and Staff)
- Select, recruit and train team as required by project plans
- Perform the Team Manager role, unless appointed to another person(s)
- Perform Project Support role, unless appointed to another person or corporate/programme function
- Plan, recruit and develop a flexible workforce with the skills and competencies needed to ensure optimum performance, and ensure gender and geographical diversity
- Promote teamwork and collaboration by providing timely guidance and supervision to the team to enable them to perform their duties responsibly, effectively and efficiently
- Foster a positive work environment, respectful of both men and women, and ensure that the highest standards of conduct are observed
- Ability to lead and manage a diverse group of colleagues to achieve results in a responsible and collaborative manner through clear direction, supervision and modeling behavior
- Ability to communicate ideas and concept clearly and convincingly
- Ability to go beyond established procedures and models and to introduce new approaches and strategic innovations
- Ensure safety and security for all personnel and comply with UNDSS standards

### **Core Values and Principles:**

- Understand and respect UNOPS sustainability principles
  - I. Look for ways to embed UNOPS sustainability principles in day to day project management
  - II. Seek opportunities to champion gender equality at work place
  - III. Champion and communicate project's sustainability aspects with key stakeholders
- Understand and Respect National ownership and capacity
  - i. Understand the principles of the Paris Declaration on aid effectiveness and mainstream them into the project plans
  - ii. Seek opportunities to recruit qualified local staff
  - iii. Look for ways to build capacity of local counterparts
- Partnerships and Coordination Understand the UN Development Assistance Framework (UNDAF) and UNOPS, the project's place in the UN system
  - i. Strive to build strong partnerships and effective coordination among relevant project actors (e.g. United Nations, governments, and non-governmental organizations or other relevant partners)

- Accountability for results and the use of resources

i. The project management processes are designed to deliver maximum accountability, transparency and results. If a project or processes is not in line with this, it is the responsibility of the PM to raise the issue with a supervisor

- Excellence

i. Contribute to innovation and the adaptation of best practice standards of sustainability and quality.

### **Monitoring and Progress Controls**

- Ensure that the project(s) produce(s) the required products within the specified tolerance of time, cost, quality, scope, risk and benefits;
- The Programme Manager is also responsible for the project producing a result capable of achieving the benefits defined in the Business Case(s);
- Contribute to the overall business targets and needs.
- Maintains overall integrity and coherence of the programme, and develops and maintains the programme environment to support each individual project within it;
- Monitor and oversee program/project implementation, review progress, assess constraints and take corrective action, ensuring early warning of risks to SSOC for action and/or intervention
- Take responsibility for financial decisions/exercise financial control to ensure the fiscal health/sustainability of the portfolio, including submitting financial reports to the OC Country Director and HoP.

### **Education**

- Master's Degree in Project Management or Engineering or Construction Management or related field is required;
- Bachelor's degree in Project Management or Engineering or Construction Management or related field with additional 2 years of relevant experience may be accepted in lieu of the Master's degree.

### **Experience**

- Minimum 7 years of experience in project and/or programme development and/or management;
- Experience in post-conflict and/or conflict environment is an asset;
- Previous experience with UNOPS is an advantage;
- Field based experience and demonstrated delivery of projects and/or programme in conflict and/or post conflict situations is an asset;
- Experience with USAID Projects and/or Programme management and/or multiple projects is required.
- Skills in client management is a requirement;

- Experience in managing USAID Cooperative Agreements and Contracts is required.
- Demonstrated experience with FIDIC Conditions of Contract and training is an asset;

## Languages

- Fluency in written and oral English required

## 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, 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.

## 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.
- 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
- 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.*

## Contract type, level and duration

Contract type: International Individual Contractor Agreement

Contract level: IICA 3

Contract duration: 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>)

## Background Information -South Sudan



The UNOPS South Sudan office helps a wide range of local and international partners improve the lives of the South Sudanese people by implementing infrastructure and procurement projects. All UNOPS operations have an increasing emphasis on developing national capacities and considering gender, environmental and community concerns. UNOPS is working in a range of sectors in South Sudan including: transport, education, health, post-conflict stabilization and emergency response.

## **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**

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

**Mariacarmen Colitti**

Senior Partnerships and Liaison Advisor

- "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

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