

<p>Title: Programme Management Specialist (Equivalent) Grade: P 2 Sector of Assignment: Programme Management Country : Ethiopia Duty Station(city): Addis Ababa Agency : UNOPS</p>

Established in 2009, Ethiopia Multi-country office (ETMCO) sub-region currently consists of an established Operation Centre in Addis Ababa which manages a portfolio of engagements in four (4) Horn of Africa countries (Ethiopia, Djibouti, Sudan and South Sudan). ETMCO focuses on Infrastructure, Procurement, Project Management, HR and Transactional Services, and Fund Management services across a wide range of sectors including Health, Education, Agriculture, Resilient infrastructure, among others.

Our goal is to support countries, help people in need and enable our partners through delivering on our mandate of infrastructure, procurement and project management in the countries in the Horn of Africa.

Within the MCO, the primary role of Project Management Office (PMO) is to provide the structures, tools and techniques needed to ensure that it has the right programmes and projects in place, that operational and change priorities are balanced, the governance and decision making is facilitated and it has the resources and capability to deliver them consistently well.

The functions and services of the PMO include:

- **Strategic Planning/Portfolio Support:** Ensuring UNOPS is focused on doing the right projects by supporting management decision-making. Including ensuring UNOPS is UNOPS contributions to the SDGs & UNSCDF is accurately captured in planning and reporting efforts and contributing to Joint Programming efforts
- **Delivery Support:** Ensuring UNOPS is doing projects the right way, through the effective delivery of the programme and projects.
- **Best Practices:** Applying UNOPS standards in project management, encouraging consistent working practices and ensuring appropriate application.

Through these functions and services, the PMO ensures that project management policies, processes and methods are followed and practiced according to the organization standards, while acting as the overall Project Assurance capacity within the business unit on behalf of senior management. The PMO strongly contributes to moving the office towards achieving its mission-focused goals and objectives.

Under the direct supervision of the Head of Programme, the Programme Management Specialist (PMS) will be a member of the Programme Management Office (PMO) for the Ethiopia Multi-Country Office (MCO). The PMS will serve as the focal point for the Sudan Country Office (CO) and all Government of Japan (GoJ) funded projects in the MCO responsible for maintaining and implementing appropriate standards and promoting best practices in line with UNOPS policies and procedures.

Portfolio, Programme and Project (P3M) Support

Support the Head of Programme and Country Manager in monitoring and providing oversight over the delivery of the PMO's workplan as it concerns the Sudan CO Government of Japan (GoJ) funded projects in the MCO. Specific responsibilities for oversight and back-end support will include:

- Support Project Managers to ensure planning and delivery processes adhere to best practice, guidelines, procedures and templates, as required;;
- Support Project Managers to ensure coherence between planning elements including budgets, staffing resources, schedules, stage plans, risk management plans etc.;
- The Country Manager and PMO to monitor projects to ensure compliance with strategies for risk, stakeholder engagement, change and quality management;
- Support Project Managers to implement Project Governance arrangements, stakeholder engagement and communication practices according to best practice;
- Provide back-end support to Project Managers to ensure data quality on their project is high to ensure timely, and informed decision making;
- Support Project Managers to ensure project resource requirements are met;
- Support the monitoring and reporting on progress and outcomes in a timely manner to ensure effective decision making as required;
- Carry out quality Assurance on client reports prior to dissemination;
- Within the PMO acts as the focal point for Government of Japan (GoJ) funded projects;
- Support the Country Manager and PMO to ensure delivery forecasts is accurate and variance is monitored and exception reports raised;
- Advise Project Managers with project budget preparation, revisions and financial reporting.
- Coordinate data collection on contributions to SDGs, UNSDCF, Outcomes and Outputs
- Provide hands on support and advice to the projects in the assigned portfolio on the implementation of project M&E plans to all projects in the programme;

Best Practices, Knowledge Management and Capacity Building

- Participate in relevant Communities of Practice;
- Contribute to the MCO's maturity enhancement and innovation initiatives related to Portfolio, Programme and Project Management (P3M) practices;

- Take part in strategy formulation and planning of the PMO from the perspective of the Sudan CO;
- Actively promote the application of best practices in key areas of programme and project management;
- Facilitate knowledge sharing on good practices in project management related topics;
- Actively support the PMO to continuously identify and improve operational processes relevant to project implementation;
- Contribute to the development and implementation of common procedures and work flows to improve quality and effectiveness of projects, and monitor their full implementation;
- Provide guidance, coaching and orientation on UNOPS project management method, guidelines and tools and promote excellence in their application;
- Ensure routine and effective capacity building activities are conducted in order to build the long-term and sustainable capacity of relevant personnel.

Coordination, Outreach and Reporting

- (Remotely) Represent UNOPS in coordination fora in support of the UNCT including UNSDCF results groups; humanitarian coordination team meetings etc.;
- Support the Country Manager to prepare communications and partnership outreach materials including factsheets, capacity statements and press releases in support of ongoing programme and partnership efforts;
- Ensure UNOPS contributions to the SDGs in Sudan Country Office are captured in the UN Common Reporting systems (UNINFO) and through UNOPS Corporate Reports (OBR)

Qualification

Education:	<ul style="list-style-type: none"> - A Master's Degree is required, preferably in Project Management, Business Administration, International Relations or related fields. - A combination of a Bachelor's degree with an additional 2 years of relevant work experience may be accepted in lieu of the education requirements outlined above.
Certification:	<ul style="list-style-type: none"> - Prince 2 Foundation or equivalent is highly desirable - Prince 2 Practitioner or equivalent an advantage
Experience:	<ul style="list-style-type: none"> - At least 2 years relevant professional experience in Portfolio, Programme and Project Management (P3) related assignments; - Experience working for UN agencies and/or international development organizations is considered an asset;

	<ul style="list-style-type: none">• Previous Experience in humanitarian emergency operating contexts, including humanitarian coordination mechanisms, donors, security, and operations management is an advantage;• Knowledge of Monitoring and Evaluation practices is an advantage;• Understanding of operational risk management is highly desirable;• Familiar with web-based applications and Google-Suite products, especially google docs, sheets, slides and forms is an asset;
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