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**TERMS OF REFERENCE**


**Title:**            Programme Management Analyst
**Duty station:**    Bangkok, Thailand
**Section/Unit:**    AR EAPMCO, Thailand
**Contract/Level:**  ICS-9/IICA-1/P-2


**Background Information – UNOPS**

UNOPS supports the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Our mission is to serve people in need by expanding the ability of the United Nations, governments and other partners to manage projects, infrastructure and procurement in a sustainable and efficient manner.

Working in some of the world's most challenging environments, our vision is to advance sustainable implementation practices, always satisfying or surpassing our partners' expectations. With over 7,000 personnel spread across 80 countries, UNOPS offers its partners the logistical, technical and management knowledge they need, wherever they need it. A flexible structure and global reach means that we can quickly respond to our partners' needs, while offering the benefits of economies of scale.


**Background Information – Job specific**

East Asia Multi-Country Office (EAPMCO)

The East Asia and Pacific Multi Country Office (EAPMCO) supports, develops and oversees the UNOPS portfolio of projects in East Asia and the Pacific. EAPMCO was established in January 2023 following the merger of the Thailand Multi-Country Office, which covered 20 countries across  North East Asia, East Asia and the Pacific, and the Cambodia Multi-Country Office, which covered 4 countries East Asia - 3 countries in the Mekong Sub-region (Cambodia, Lao PDR and Vietnam) and the Philippines.  EAPMCO currently covers 24 countries across North East Asia, East Asia and the Pacific. With its head office in Bangkok, the Multi-Country Office comprises nine business units: EAPMCO Thailand, EAPMCO Indonesia, EAPMCO Pacific Operations Cluster, EAPMCO Papua New Guinea, EAPMCO China, EAPMCO Vietnam, EAPMCO Mekong PDR, EAPMCO Philippines.

In 2023, the UNOPS EAPMCO implemented projects worth more than USD 70 million, in the areas of Energy Transition, Digital Transformations, Sustainable Environmental Management, Climate Change, Waste Management, Rule of Law and Access to Justice, Water, Sanitation and

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Hygiene (WASH), Post Conflict Reintegration, Emergency Relief, Post COVID19 Economic Transformations, and Health, through HR, procurement, construction, contract management, fund and program management services.

The Multi Country Office head office in Bangkok provides strategic direction, operational support, delivery oversight and assurance of the excellence of business processes and quality standards across all of the entire Multi Country Office locations. It is also responsible for developing, delivering and managing the portfolio of engagements in the country of the MCO location itself.

Operational Context

Under the direct supervision of the Head of Programme, and in collaboration with the EAPMCO PMO, the Programme Management Analyst will help ensure the effective management and delivery of EAPMCO's portfolio in line with the relevant project agreements and documents, as well as UNOPS' project management standards.

This will include:

- Assisting the Head of Programme, as appropriate, to facilitate the development, oversight and control of EAPMCO's portfolio of projects in an effective manner, in collaboration with the EAPMCO management team and alignment with UNOPS and AR/EAPMCO strategies.
- Support Project Managers to facilitate operationalization, inception, implementation and closure of respective projects, particularly where additional capacity is required.

**Duties and Responsibilities**

Under the general guidance and supervision of the Head of Programme, the incumbent responsibilities include the following:

**Summary of Key Functions**

**1. Programme/project development, planning and coordination**

- Stay abreast of the context and developments within the Asia Region, as well as relating to global/inter-regional environment and climate change, including in terms of cross-cutting issues such as gender, diversity and sustainability, as well as financial/grants management, to identify business opportunities, and support the design and delivery of the relevant programmes/projects.
- In collaboration with the HoP, support the development and articulation of the MCO programme management, delivery and monitoring strategies and approaches, as well as the appropriate project documents and agreements.
- Ensure that the proposed projects, as well as their documents, results frameworks, initiation plans, work plans, etc. are developed and planned effectively, in line with UNOPS' mandate andAR/EAPMCO strategy.

- Coordinate and collaborate with relevant stakeholders within the MCO and HQ, to ensure aligned and coherent programme and project planning and implementation processes.
- Support the identification, design, and formulation of activities to meet programme and project objectives.
- Review donor agreements and other project documents required for the signature and implementation of new projects.

## 2. Programme/project management and delivery support

- Analyze project agreements and documents, and ensure effective delivery and implementation in consultation with the MCO HoP, PE, PMO and other relevant stakeholders, including through the provision of hands -capacity development and support to the relevant Project Managers and teams.

- Work and support the MCO HoP and management with effective programme/project planning in line with the respective project agreements/documents, including reviewing, improving, finalizing, managing and monitoring the respective project/work plans, as well as procurement, HR, grants and financial management plans, documents (such as ToRs) and processes (recruitments, solicitations, awarding of contracts, etc.).

- Review implementing partners' documents and reports to ensure compliance to project requirements and UN/UNOPS standards.

- Under EAPMCO HoP's guidance, take action to reconcile deviations from programme/project plans, including where revisions of legal agreements and relevant budgets are required.

- Coordinate and facilitate sharing of information between programme/project teams, donors, HQ, etc.

- Compile data and draft high-quality reports for management purposes, including for internal and external stakeholders to support management (such as highlight reports/briefings for internal Project Board/Quality Assurance meetings, MCO or regional management meetings, Steering Committee discussions with a variety of stakeholders, as well as quarterly/annual donors and national counterparts).

- Prepare written summaries for meetings and visits, including through research, and ensure relevant team members implement follow-up actions, as appropriate.

- Facilitate the collaboration and communications between projects, MCO PMO and the partnerships team to ensure compliance to donor requirements and legal agreements, as well as the implementation of policies, processes and methods according to internal standards.

- Help with project audit activities, including planning, preparation and coordination during the audits and follow up on audit observations/recommendations.

**3. Stakeholder coordination**

- Establish and develop  relationships with UN partners, international organizations, donors, governments, implementing partners for the purposes of facilitating activities and improving the quality and relevance of programme implementation.
- Participate in, contribute to and report on the relevant stakeholder meetings where assigned.
- Act as Focal Point for the collection of all information to be submitted to the UNINFO, as assigned.
- Provide input in the design, coordination and dissemination of public information products and communication activities as well as gather and draft content for communications products and platforms.
- Provide coordination support  for official meetings, events, briefings, and field visits, and prepare talking points, briefing notes, presentations and speeches for the management and senior UN/UNOPS officials.

**4. Knowledge Management and Innovation**

- In collaboration with the MCO PMO where relevant, help the roll out of SOPs, tools, templates
- Facilitate sharing of best practices, innovative approaches and lessons learned, including through case studies and the appropriate corporate programme/project management related networks.

**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.

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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).

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.
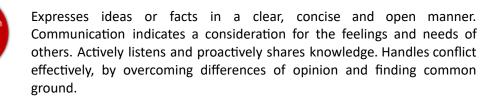
Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behaviour. Performance is consistent, even under pressure. Always pursues continuous improvements.

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.

**Qualifications and Experiences**

**Education:**

- A Master's Degree in Project Management, Business Administration, Development Studies, International Relations, Architecture, Engineering or related field.
- A first university degree (Bachelor's or equivalent) in above-mentioned fields with two (2) additional years of relevant experience may be considered in lieu of an advanced degree or higher degrees.

**Certifications:**

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- Certification in a recognized project management methodology, preferably PRINCE2® or PMP and knowledge of programme management methodology (e.g. MSP®) is recommended.

**Experience:**

- A minimum of at least five (5) years of relevant and progressive professional experience, specifically in the development and implementation of projects, is required.
- Experience with M&E and reporting is highly desired.
- Experience with portfolio and/or programme management, including focus on providing hands-on facilitation and capacity development to facilitate the oversight and quality assurance of a variety of projects and activities simultaneously, will be considered an important asset.
- Knowledge of UN/UNOPS' project management rules, regulations, standards, requirements and systems, including MS Projects and oneUNOPS, is strongly desired.
- Previous experience in East Asia and Pacific will be considered an advantage

**Language Requirements:**

- Full working knowledge of English is required.

| Incumbent | | |
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| Name | Signature | Date |