I. Position Information

Position Title:	**Project Management Office (PMO) Analyst**
Grade:	ICS-9 (P2 equivalent)
Supervisor:	Director
Organizational Unit:	Peace and Security Cluster
Duty Station:	New York, USA

II. Organizational 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. UNOPS supports partners to build a better future by providing services that increase the efficiency, effectiveness and sustainability of peace building, humanitarian and development projects. 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 organizations.

The UNOPS Peace and Security Cluster (PSC) is a principal service provider in the field of mine action with the United Nations Mine Action Service (UNMAS), UNDP, UNICEF, Governments of mine-affected countries and other mine action partners. The Head of Cluster is responsible to administer, provide support and oversight of the day- to-day management of the Project Field offices, both according to the client requirements and in line with UNOPS rules and regulations. It is headed by the Head of Cluster who has the overall authority and accountability for the performance of the Peace and Security Cluster on behalf of its clients.

III. Functions / Key Results Expected

Reporting directly to the Director of PSC, with a secondary reporting line to the Deputy Director of PSC, the Project Management Office (PMO) – Analyst is responsible for:

1. Provide Substantive Support to the Director of PSC
2. Manage Strategic Initiatives & Internal Coordination
3. Oversee Global Communications to Support the Director of PSC in Information Dissemination
4. Work together with the Director of PSC in business development to expand the Cluster's partnerships.

1. Provide Substantive Support to the Director of PSC

• Prioritize issues requiring the Director of PSC's attention as well as other demands on the Director's time (especially issues awaiting decision)

• Help the Director of PSC identify priorities, strategically align their time with those, and revisit them regularly to assess progress;

• Develop and maintain a tracking system to assist the Director of PSC in following up on pending issues;

• Oversee the daily calendar and schedule of the Director of PSC ensuring at all times that their schedule is well planned and serviced in terms of background briefs, in-house coordination and relevant issues addressed prior to engagements;

• Act as first line 'information filter', helping manage information flow to and from the Director of PSC,

including synthesizing and summarizing information for the Director of PSC to facilitate decision-making;
• Conduct research, substantive review and critical analysis of information and documents for the Director of PSC;
• Serve as the key interlocutor for the Director of PSC to internal and external parties;
• Support in the planning of the Director of PSC's missions;
• Act as a key thought partner to the Director of PSC, brainstorming & identifying solutions to challenges;
• Create and maintain internal and external relationships to enable leadership success;
• Support the Director of PSC with ad-hoc requests from UNOPS HQ and other regional offices.

2. Manage Strategic Initiatives & Internal Coordination

• In a delineated role, support and work with the Director of PSC to advance strategic initiatives such as in the areas of communications/information sharing, gender and diversity and inter-agency coordination.
• Manage, coordinate and oversee the implementation of PSC's long-term strategic initiatives that sit within the Director's Office;
• Maintain regular/continuous contact with all managers, team leads, personnel and partners to ensure initiatives are on track and coordinate realignment if necessary;
• Support the Director of PSC in the planning of workshops, developing objectives and agendas, coordinating with partners on substantive areas and ensuring streamlining of plans;
• Contribute to lessons learned procedures, ensuring that lessons learned are shared in a timely and appropriate manner;
• Contribute to aligning business processes and make suggestions for rationalization of workflows where needed;
• Oversee and lead meeting preparation and contributions to the United Nations Inter-Agency Coordination Group for Mine Action (IACG-MA), including the IACG-MA Principal's Meeting

3. Oversee Global Communications to Support the Director of PSC in Information Dissemination

• Provide communications support to the Director of PSC, such as research, drafting emails, report inputs, memos, presentations and talking points etc.
• Facilitate the flow of communication between teams, field offices and the Director of PSC.
• Oversee and execute PSC's global communications to promote the communication and outreach of PSC activities across the cluster, including PSC's quarterly email blast.
• Anticipate, analyze and interpret internal and external opinion, attitudes and issues that might impact the operations and plans of PSC;

4. Work together with the Director of PSC in business development to expand the Cluster's partnerships.

• Contribute to the identification, design, formulation and negotiation of new projects and programs and draft concept notes and project document briefs for discussion with partners.
• Contribute to the diversification of the UNOPS PSC portfolio in line with UNOPS PSC's strategic objectives.
• Produce and oversee the production of specific information/communications products (e.g. brochures, factsheets, presentations, etc.

IV. Impact of Results

The effective and successful achievement of results by the Project Management Office (PMO) - Analyst directly affects the achievement of the Cluster's results by closely supporting the Director. They enable the Director to implement effective management of the Cluster's portfolio, processes and strategies, as well as reduce risks. This consequently reinforces the visibility and image of the Cluster as an effective delivery platform in project and programme services.

V. Competencies

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, 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.

VI. Recruitment Qualifications

Education:	• Advanced university degree (master degree or equivalent) with two years of relevant experience • First level degree (bachelor degree or equivalent) with 4 years of relevant experience
Experience:	• Relevant experience is defined as experience in project/programme development or management in public or private organizations. • Experience providing support to senior managers is desired
Language Requirements:	• Fluency in written and oral English required • Knowledge of another official UNOPS language is an asset

VII. Signatures- Post Description Certification

Incumbent *(if applicable)*		
Name	Signature	Date
Supervisor		
Name / Title	Signature	Date
Regional Director		
Name / Title	Signature	Date