

## JOB PROFILE

### Fellowship Programme

#### I. General Information:

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**Title:** Construction Manager

**Sector of Assignment:** Project Management

**Country:** Panama

**Location (city):** Panama

**Agency:** United Nations Office for Project Services (UNOPS)

#### II. Supervision:

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**Supervisor:** Senior Project Manager for Infrastructure in PAMCO

**Content and methodology of supervision:**

As part of the UNOPS JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Establishment of work plan, with clear KPI's to be followed up by direct supervisor.
- Day to day interaction and regular feedback meetings with direct supervisor, as well as review of work plan implementation and schedules.
- Participation in unit/team/office meetings to ensure integration and operational effectiveness.
- Close collaboration with Project Managers, Technical Coordinators and Project Support Officer to support and follow up the implementation of sustainable elements during the different stages of the project life cycle.
- Guidance and advice in relation to learning and training opportunities within the field of expertise.

**Organizational Expertise:**

UNOPS helps the UN and its partners provide peace and security, humanitarian and development solutions. Our mission is to help people build better lives and countries achieve peace and sustainable development.

We bring to this task the values and principles of the UN and the innovation, boldness, speed and efficiency of a self-financed institution. We bring the highest international standards to what we do, while respecting local contexts. What drives us is a passion to fight inequalities and to provide opportunities to those most vulnerable. This means we often work in the most challenging environments, building foundations for communities to function and people to live with dignity and respect.

We are focused on implementation, with a commitment to UN values and pursue programmatic goals of gender equality and the empowerment of women both collectively within the United Nations system and individually with its mandate to advance the well-being of women and men in all countries.

At regional level, the Gender Action Plan considers several activities including the creation of a regional gender network, the establishment of a Regional Gender Coordination Team and the formulation of national gender plans including the gender perspective in projects ongoing and under negotiations.

UNOPS in Panama, Costa Rica and the English and Dutch-speaking Caribbean is contributing to achieve the SDGs and the 2030 agenda through the implementation and development of infrastructure, procurement and transactional projects, and the development of initiatives in strategic sectors such as road infrastructure, water and sanitation infrastructure projects, vertical infrastructure, procurement projects, among others, providing its capabilities in the management of complex projects, technical advice and procurement, with a focus on sustainability and resilience; in all cases, applying a human rights and gender perspective aligned with UNOPS values and considering the strengthening of local capacities for our partners, mostly governmental entities, to achieve sustainable development in different spheres of the socioeconomic context.

### **Scope of the Job:**

The Junior Professional Officer (JPO) will work under the direct supervision of the Senior Project Manager for Infrastructure in PAMCO. The JPO will also work in close collaboration with Project Managers, Technical Coordinators and Project Support Officer; to contribute in the integration of sustainability elements throughout the different stages of the projects, as well as support in the implementation of tools and methodologies developed by UNOPS.

### **III. Duties, Responsibilities and Output Expectations:**

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The JPO, Construction Manager, provides assistance and technical expertise, and will focus on infrastructure projects that aim to support the government of Panama, ensuring high quality and consistency of work.

He/she will be part of the UNOPS supervision team and will be required to manage and coordinate day to day activities of contractors through the management and supervision of a team of Field Engineers based in the field and also through his/her own field visits, and will have the following responsibilities:

- General construction

- Assist the Project Manager to monitor UNOPS implementation plan including Quality, Health & Safety and Environment.
- Assist the Contractor to manage, plan and coordinate monthly, weekly and daily construction activities including monitoring site safety and construction quality.
- Ensure the effective performance of QC/QA and detect any deviation from design specification or non-conformity against best practice. Perform spot checks/join inspections in the field with PEs to verify the work of PEs.
- Monitor and highlight issues and risks related to quality and timely implementation of works. Consequently, work with PEs in order to avoid or mitigate negative impacts on the project.
- Detection of non-conformities: review the non-conformities reports produced by the PEs ensuring clarity and correctness before transferring to PM.
- Ensure that the plan for rectification of non-conformities proposed by the contractor is appropriate and lead/mentor the PEs in following up in the implementation of the rectification plan and provide recommendations accordingly.
- Plan QA/QC activities to be performed by the PEs in the field. Follow up verifying that plans are duly implemented by the PEs and flag to PM about any issue.
- Support with PM in structuring the filing system and archive of all documents relevant and necessary for the proper construction management and QA/QC and lead the PEs in compliance with it.
- **Reporting:**
  - Ensure accurate and timely reporting of progress and QA/QC activities are produced by PEs and, consolidate technical documentation in support to the PM that is responsible for payments
  - Produce any appropriate documentation identified by the Project Manager professionally and accurately.
- **Knowledge sharing :**
  - Contribute to the project evaluation process; highlight challenges associated with the project and feedback into a continuous improvement cycle.
  - Provide training and knowledge transfer to national/contractor personnel including advice on good construction practices, environmental management practices, and appropriate health and safety standards during construction.
  - Contribute to the dissemination and sharing of best practices and lessons learned for development planning and knowledge building.
- **Excellence.**
  - Contribute to innovation and the adoption of standards on best practices in terms of sustainability and high-quality standards.

- Contribute to disseminating and sharing best practices and lessons learned for development planning and knowledge acquisition.

#### **IV. Qualifications and Experience:**

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##### **Qualifications:**

- An advanced university degree (equivalent to a Master's degree) is required preferably in one of the following disciplines: Civil Engineering, Construction Engineering and/or related areas.
- A university degree (equivalent to Bachelor's degree) will be accepted, preferably in one of the following disciplines : Civil Engineering, Construction Engineering and/or related areas, with additional years of work experience. **Project management (PRINCE2 or PMP) would be an asset but is not a requirement.**

##### **Work Experience:**

- Experience in fulfilling supervisory and/or contractual management and/or design review roles as a Civil Engineer in infrastructure projects is a requirement.

##### **Language Requirements:**

- Advance knowledge of English is required.
- Intermediary level in spoken and written Spanish is desirable.

##### **Key Competencies of the Assignment:**



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organisational 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.



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 maximises our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts its 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.

## **V. Learning Expectations:**

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The UN Fellow will benefit from the following training and learning opportunities:

- On-the-job training and guidance.
- Interactions with UNOPS key partners and stakeholders networks (internal and external).
- S/he will also have access to diverse knowledge sharing mechanisms such as targeted webinars, learning resources as well as different learning opportunities (such as online language classes, Prince 2 training, LinkedIn Learning courses, etc.).

## **VI. Background Information:**

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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 provides project management, procurement and infrastructure services to a wide range of governments, donors and United Nations organisations. UNOPS is championing the implementation of sustainable development practices, by reporting on sustainability initiatives using the Global Reporting Initiative (GRI) framework.

With over 9,000 personnel spread across 80 countries, UNOPS offers its partners the logistical, technical and management knowledge they need, where they need it. By implementing around 1,000 projects for our partners at any given time, UNOPS makes significant contributions to results on the ground, often in the most challenging environments.

## **VII. Information about Living Conditions at the Duty Station:**

UNOPS in Panama is located in the capital, Panama city, at Ciudad del Saber. Panama 2020 population is estimated at 4,314,767 people. Spanish is the official and dominant language. Many citizens, who hold jobs at international levels, or at business corporations, speak both English and Spanish.

In terms of security, Panama's crime rate is significantly lower when compared to all the regions of the Caribbean and Latin America. Panama is mostly at security level 2 (low). The duty station of UNOPS Panama is located in a safe area of the city, with easy access to different amenities (restaurants, grocery stores, malls, etc.), living spaces near the office and many pharmacies and hospitals to cover any emergency.

Panama is a family duty station. It means that you are allowed to bring any family members.