

## JOB PROFILE

### Fellowship Programme

#### I. General Information:

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**Title:** Sustainable Project Implementation Officer

**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:** Director and Representative, UNOPS MCO - PAMCO

#### Content and methodology of supervision:

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

- Establish a work plan, with clear KPI's to be followed up by a 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 concerning learning and training opportunities within the field of expertise.

#### Organisational 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 Director and Representative of MCO - 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 will have the following responsibilities:

- Support in the investigation and development of proposals for the integration of sustainability criteria in the implementation of projects:
  - Develop baselines of social and economic indicators in the incumbent areas of the implementation projects.
  - Support the analysis and development of gender plans for the projects.

- Support the development of project proposals that incorporates sustainability criteria, aligned with SDG's.
- Identification and summarization of best practices and lessons learnt in terms of sustainability.
- Integration of social aspects in the implementation of projects, such as community engagement, participation of vulnerable groups, etc.
- Technically support the implementation of projects for the inclusion of environmental, social and economic sustainability criteria, including gender, diversity and inclusive development.
- Support the identification and management of risks throughout the implementation of projects, through the monitoring and control of mitigation plans.
- Participate in meetings with external stakeholders and internal Communities of Practice of UNOPS at global level.
- Contribute in the innovation and adoption of good practices in terms of sustainability and high-quality standards.
- Support the monitoring and follow up of the implementation of UNOPS Project Management Manual, as well as the tools developed for such effect.
- Participate and contribute in the institutional strengthening strategies with government partners.

Fundamental principles and values:

- Understand and respect the principles of sustainability of UNOPS.
  - Find ways to integrate the principles of sustainability of UNOPS in the daily management of projects.
  - Look for opportunities to support gender equality in the workplace.
  - Defend and communicate aspects of the sustainability of the projects to the interested parties.
- Understand and respect the concept of ownership and national capacity.
  - Look for opportunities to hire qualified local personnel.
  - Look for ways to develop the capacity of local counterparts.

- Associations and coordination.
  - Understand the United Nations Development Assistance Framework (UNDAF) and UNOPS and the status of the project within the United Nations system.
  - Know the Sustainable Development Goals (SDG) and try to contribute to the results of the project.
  - Strive to establish solid partnership agreements and effective coordination among relevant project actors (eg United Nations agencies, governments, non-governmental organisations or other relevant partners).
- Accountability on results and use of resources.
  - Project management processes are designed to achieve maximum accountability and transparency and the best results. If a project or process is not in accordance with these principles, it will be the responsibility of the Project Manager to present it to a supervisor.
- Excellence.
  - Contribute to innovation and the adoption of standards on best practices in terms of sustainability and high-quality standards.

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

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##### **Qualifications:**

- An advanced university degree (equivalent to a Master's degree) is required preferably in project management, social and/or development studies, international relations or any related area.
- A university degree (equivalent to a Bachelor's degree) preferably in project management, social and/or development studies, international relations or any related area, will be accepted , provided that a minimum of 4 years of relevant experience is accredited.

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

- Experience of 2 years (or 4 with a bachelor's degree) in the implementation of sustainable criteria in projects is required.

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

- Fluency in English is required
- Fluency in Spanish is desirable
- Fluency in another UN official language 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.

UNOPS in Panama, Costa Rica and the English and Dutch-speaking Caribbean develop initiatives in strategic sectors such as road infrastructure, water and sanitation infrastructure projects, vertical infrastructure, and 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.

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

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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.