

TERMS OF REFERENCE

Title: Project Management Office (PMO) - Senior Analyst

Duty Station: Bangkok, Thailand

Section/Unit: Programme Management Unit, East Asia and Pacific Multi-Country Office

Contract/Level: ICS 9/P2

Contract duration: TBC

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

South East Asia Multi-Country Office (EAPMCO)

The South East Asia and Pacific Multi Country Office (EAPMCO) supports, develops, and oversees the UNOPS portfolio of projects in South 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, South East Asia and the Pacific, and the Cambodia Multi-Country Office, which covered 4 countries South 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, South East Asia and the Pacific. With its head office in Bangkok, the Multi-Country Office comprises eight business units: Thailand, Indonesia, the Pacific Operations Cluster, Papua New Guinea, China, Vietnam, Mekong, and the Philippines.

In 2023, the UNOPS EAPMCO implemented projects worth more than USD 76 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 Hygiene (WASH), Post Conflict Reintegration, Emergency Relief, Post COVID19 Economic Transformations, and Health, through HR, procurement, construction, contract management, and 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 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.

Background Information - Operational Context:

The JPO will be part of the Programme Management Office (PMO) team which provides monitoring, oversight, and advisory support to all projects and programs across the South East Asia and Pacific Multi-Country Office (EAPMCO). Projects, which include a large and varied procurement component, are implemented in Thailand, China, Cambodia, Laos, Vietnam, Philippines, Indonesia, Timor-Leste, Papua New Guinea, and several Pacific Islands. Therefore, the incumbent will receive exposure to different types of projects across multiple sectors (including health, WASH, nutrition, energy transition, digital transformation, renewable energy, SIDS resilience and sustainability, and humanitarian-development-peace nexus).

Under the direct supervision of the Head of Programme Management Office (PMO), the JPO will ensure that relevant UNOPS policies, processes, and methods are followed and practiced across all projects within the Multi-Country Office. The function of the unit is to provide appropriate oversight on projects, advice and guidance to Project Managers and Project Executives, and increase the overall maturity of project and program management across the Multi-Country Office. The incumbent will actively contribute to moving EAPMCO toward achieving its mission-focused goals and objectives.

Functional Responsibilities

1. Program and project development and planning

- Work with project teams to develop, review, and strengthen procurement plans and implementation strategies, ensuring alignment with project goals, timelines, and donor requirements.
- Provide appropriate levels of programmatic management and related support to the Head of PMO regarding all ongoing project activities, while maintaining and implementing appropriate standards and best practices in line with UNOPS policies and procedures.
- Directly contribute to strategic oversight, advice, and direction on program and project management activities in line with service agreements and project documents.
- Support proper development, implementation, and amendments of project budgets and resources.
- Contribute to the development and maintenance of various project management and oversight tools for use within the PMO, complementary to UNOPS' online tools, to ensure effective planning, forecasting, and tracking of projects across the EAPMCO.
- Review new proposals, engagements, and amendments including advising on the feasibility of new projects proposed, overseeing budget development, ensuring linkages to relevant SDGs and benefits, and facilitating review of legal agreements.
- Facilitate the development of high-level program/project plans, including the collation of lower-level plans into program/project-level milestones.

2. Monitoring and reporting

- Support the Head of the PMO (and relevant Country Managers) with necessary project analysis reports and information to support areas relevant to the project management team
- Perform routine maintenance and implementation of effective monitoring and evaluation systems of program and project activities.

- Develop, track, and report against key performance indicators for projects, PMO, and implementation countries
- Support projects in developing appropriate monitoring frameworks, and result indicators, and guiding appropriate and impactful reporting of results.
- Provide advisory support and oversight to programs and projects, ensuring effective and timely dissemination of reports, in line with project documentation and clients' expectations.
- Support with development, tracking, and reporting of country strategies.
- Assist in developing monitoring frameworks and result indicators for procurement-related activities.

3. Oversight, advice, and quality assurance

- Complete regular quality assurance activities on all projects including procurement plans to ensure compliance with UNOPS defined standards for program/project management.
- Coordinate quality reviews of program/project documents and financial and programmatic deliverables.
- Provide quality control for management products (project documents, reports, etc.).
- Provide routine oversight and analysis of delivery data within the dashboard system, using the UNOPS ERP system as required.
- Identify, and anticipate potential risks and issues and advise mitigating measures to the Head of PMO in a timely manner.
- Support the development of stakeholder profiles, stakeholder engagement strategies, and project communications plans.
- Advise projects and programs on various implementation challenges and project management best practices; guide users on UNOPS tools, templates, and systems as required.
- Support key stakeholders (including Country Managers, Project Executives, Head of Program, and Head of PMO) to continuously identify and improve operational processes relevant to project implementation.
- Oversee and guide PMs on procurement processes for goods, services and work, ensuring adherence to UNOPS procurement rules and regulations.
- Implement control systems for procurement operations
- Ensure supplier and contract performance are properly managed, in compliance with agreed benchmarks and reporting mechanisms

4. Knowledge management and innovation

- Support routine and effective capacity building activities to build the long-term and sustainable capacity of staff and self.
- Support knowledge sharing related to procurement processes and practices.
- Actively interact with PMs and projects to share case studies, lessons learned, and best practices.
- Contribute to the oversight of lessons learned procedures, ensuring that lessons learned are shared in a timely and appropriate manner.

Impact of Results

The incumbent directly impacts on achievement of project results by assisting the Head of PMO to implement effective project management methods and strategies, reduce risks, cut costs and improve success rates. This consequently reinforces the visibility and image of the UNOPS as an effective service provider in project services and management and strengthens its competitive position as a partner of choice in sustainable development and project services.

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.



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, utilizing appropriate leadership styles



Demonstrates understanding of the impact of one's 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 one's own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. 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.

Education/Experience/Language requirements

Education:

- An advanced university degree (Master's Degree or equivalent) in Project Management, Business Administration, Development Studies, Engineering, or related field
- A first university degree (Bachelor's or equivalent) in any of the above-mentioned fields with an additional two (2) years of relevant work experience may be accepted in lieu of the advanced university degree.

Certifications:

- Certifications in Prince2 Foundation, Practitioner, PMP, MSP, CIPS, or any other project management methodologies or procurement are considered an asset

Experience:

- Minimum two (2) years of relevant practical project management, project support, or procurement experience in the implementation of projects.
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- Previous experience working on project management/project implementation/project support in a developing country is an asset but not mandatory
- Previous experience in the South East Asia or Pacific regions would be beneficial, but not required
- Experience with data analysis, dashboard development, management reporting, project management tools, and information management systems would be beneficial.
- Full computer literacy especially with word processing and spreadsheets.

Language:

- Fluency in oral and written English is required.

Signatures- Post Description Certification

Incumbent		
Name	Signature	Date