

I. Post Information

Post Title: **Programme Support Analyst**
Project Focus: **Implementation**
Organisational Unit: Peace and Security Cluster (PSC)
Supervisor/ Grade: Programme Support Specialist, ISC-10
Duty station: New York

Grade: **ICS-9**

II. Organisational 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. 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 organisations.

Background Information - UNOPS Peace and Security Cluster

The Peace and Security Cluster (PSC) is a team within the New York Portfolios Office (NYPO). For nearly 30 years, PSC has provided portfolio, programme and project management services in the area of the delivery of gender-responsive humanitarian mine action, and the broader area of explosive threat management. Within this field, PSC has consistently been at the forefront of the response to the changing security landscape in peacekeeping, conflict, and post-conflict contexts, demonstrating agility and capacity to deliver context-specific and impact-oriented support to affected communities worldwide. PSC currently supports operations in about 20 countries and territories globally. Each PSC Project Unit operates as an integral part of the overall PSC structure and is directed and managed by a Head of Project Unit (HPU).

Background Information – Job-specific

Within the Peace and Security Cluster (PSC) of the New York Portfolios Office (NYPO), the Programme Support Analyst plays a vital role in supporting the Programme Support Specialist (PSS) in linking field and HQ deliverables, supporting the Head of Project Unit (HPU), who serves as Project Manager for one or more projects within the country or territory, and the Head of Programme (HoP) who serves as Project Executive and supervises the HPU.

III. Functions / Key Results Expected

Summary of functions:

1. Programme/ Project Implementation and Closure
2. Programme/ Project Operations
3. Monitoring and Reporting

4. Programme/ Project Assurance & Oversight
5. Capacity Development

Reporting to the program support specialists, the program support analyst will carry out following duties:

1. Programme/Project Implementation and Closure

- Support the PSS in monitoring project progress.
- Support the PSS in reviewing legal agreements and budgets, including amendments; coordinate the review process both within UNOPS PSC and HQ.
- Support the PSS in maintaining and providing input/data into various existing planning tools such as procurement plans, HR plans, gantt charts etc.
- Support the PSS with input of information in oUP for all engagement/project stages, and coordinate the review processes as required.

2. Programme/Project Operations

- Provide inputs into the procurement and grant process as required in projects under the portfolio, complete information in e-sourcing, post CFP's, coordinate the evaluation process, and assist submissions of awards to relevant authorities.
- Support the PSS in contract administrations, including completing supplier performance evaluation for approval, drafting standard contracts and grant agreements etc.
- Manage the implementation of transactional tasks such as creating purchase orders, raising receipts, issue payments, raising TA's, GLJE if/when there is a capacity gap in the country programme.
- Support the PSS in recruitment processes, including the preparation of TORs, coordination with the Human Resources Team and IPAS, administration of written tests, coordination interviews, and submission of cases for final review.
- Provide monthly expenditure reports and inputs into financial forecasts; update the expenditure forecast in oUP on a regular basis; assist PSS in applying UNOPS indirect costs, direct costs, and related corporate charges to projects.
- Support the PSS in the project operational and financial closure process as needed.
- Assist the PSS in maintaining project files and record lessons learned.

3. Monitoring and Reporting

- Assist the PSS in maintaining monitoring tools to ensure that all projects are managed and delivered in compliance with organizational policies in general, and the Project Management Manual (PMM) in particular.
- Track the reporting requirement of projects to the client, assist in finalizing project reports, submit them on time, and upload to oUP.
- Assist the PSS in tracking project status and performance criteria.
- Maintain and update data for the dashboard systems.

4. Programme / Project Assurance & Oversight

- Support the preparation for conducting programme and project assurance by ensuring that all relevant documents, data etc is uploaded in OUP.
- Support the PSS on project audit activities, including compiling and organizing documents and data in coordination with field programme.

5. Capacity Development

- Under the guidance of the PSS, advise and train local country-based admin/support personnel on transactional admin/support tasks such as creating purchase orders, raising receipts, issue payments, raising TA's, GLJE, project filing etc.

V. Competencies



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.



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 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:	<ul style="list-style-type: none">• An advanced university degree (Master's Degree or equivalent) in a related field• A first university degree (Bachelor's or equivalent) with an additional two (2) years of relevant work experience may be accepted in lieu of the advanced university degree.
Certification:	
Experience:	Minimum two (2) years of experience in portfolio management, programme management, project development, or project management
Language Requirements:	Fluency in English (Speaking, reading and writing) is required. Fluency in other UN official languages, particularly French, Arabic and Spanish, is desired.