

TERMS OF REFERENCE
Junior Professional Officers (JPO)

I. General Information:

Title: Partnerships Senior Analyst

Level: ICS9

Sector of Assignment: Partnerships and Business Development

Country: Thailand

Location (city): Bangkok

Agency: United Nations Office for Project Services (UNOPS)

Duration: One year.

II. Supervision:

Supervisor: Senior Programs and Partnerships Advisor Asia Region and Regional Management and Oversight Advisor as secondary supervisor

Content and methodology of supervision:

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

- Day to day interaction, and regular review meetings with direct supervisor, as well as feedback sessions against established work plans and schedules
 - Establishment of a work plan, with clear key results
 - Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness
 - Guidance and advice in relation to learning and training opportunities within the field of expertise
 - Completion of the yearly UNOPS PRA (Performance Result Assessment) with requirement of a formal Mid-year Review
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Scope of the Job:

The Junior Professional Officer (JPO) will work under the direct supervision of the Sr. Advisor Programs and Partnership and Regional Management and Oversight Advisor. The Partnerships Analyst will support the Asia Region (AR) Office of the Regional Director, in the fulfilment of their corporate and representational roles. The JPO will work in close collaboration with the Partnership Officers and Specialists in the AR and as required with the Regional Director. She/he carries out day-to-day work independently in accordance with the established policies and procedures.

III. Duties, Responsibilities and Output Expectations:

The incumbent will have the following responsibilities:

- Support the implementation of an excellence framework for the Asia Regional Office of the Regional Director to achieve and sustain outstanding levels of performance that meet or exceed the expectations of stakeholders.
- Support in the management of and oversight over country offices in the AR.
- Support knowledge management initiatives including coordinating and monitoring the regional learning, training, and workshops as well as supporting the implementation and progress monitoring of the Regional Strategy for People Enables.
- Provide support to the Sr. Advisor Programs and Partnership in the implementation of UNOPS AR Engagement and Communication Strategy with Partners of UNOPS AR Operations and Partners based in the AR.
- Support the Sr. Advisor Programs and Partnership by attending meetings, compiling communication and other materials, and assisting in the preparation of statements and papers, as requested. Including maintaining minutes and records of action points for Working Group meetings and similar.
- Support the coverage of United Nations (UN) interagency working groups and task forces such as those related to UN Sustainable Development Group (UNSDG), UN Regional Coordination Mechanism (RCM), sustainable development goals, follow up to Rio+20 and specific countries e.g. Afghanistan, Pakistan. Update the list of working groups/task forces, attend meetings, take minutes and support the drafting of relevant documents.
- Contribute to the analysis, mapping and knowledge management of project development opportunities with partners of UNOPS in the AR and AR Partners such as UN, governments, foundations, NGOs, academia, think tanks and private sector.
- Manage the internal coordination between country offices and the AR Office of the Regional Director on new engagements and ensure that expert advice is obtained from advisors on a timely basis.

- Participate in partnerships meetings with potential partners and ensure their systematic and timely follow-up.
- Support the Sr. Advisor Programs and Partnership in the creation of internal guidance on working with the partners in and from the AR and development of FAQs and guidelines.
- Support regular reviews with the AR Partners and also requisite training of internal and external partners.
- Support regular reviews and update of the AR Partner/Stakeholder Engagement and Communications Strategy.
- Provide as needed support to Executive Board sessions, Executive Office needs, high level meetings, conferences and perform other functions and duties as reasonably could be expected for fulfilling a partnership role in Bangkok and the AR.

IV. Qualifications and Experience:

Qualifications: Master's degree or equivalent in a relevant field such as Business Administration, Public Administration, International Development, Political Science, Communications or International Relations.

Certification in project management (Prince 2 or PMP) would be an asset but is not a requirement.

Work Experience: Minimum of two years of relevant work experience, particularly in outreach, business development, communications, or coordination roles. Strong communication and ICT skills, including PowerPoint, Excel. International exposure and UN experience is required.

Language Requirements: Fluency in spoken and written English is required. Knowledge of other UN official languages, is desirable.

Key Competencies of the assignment:

- Excellent organizational skills; attention to detail; and determination to meet deadlines.
- Excellent communication skills and computer literacy;
- Ability to develop practical tools
- Results focused, with the energy and ability to manage multiple competing priorities
- Good understanding of partnership work
- Proven ability to work and act under pressure and with discretion in a politically sensitive and challenging environment

V. Learning Expectations:

As part of the UNOPS JPO programme overall framework, the JPO will benefit from the following training and learning opportunities:

- On-the-job training and guidance
- Interactions with UNOPS key partners and stakeholders networks.
- 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, etc.)
- Use of yearly JPO duty-related travel and training allocation (DTTA)

VI. Background Information:

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 organizations. 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:

(Indicate briefly the main characteristics of the place of assignment)

The Asia Region office provides leadership for positioning UNOPS through strategic partnership and liaison with key regional organizations. UNOPS currently operates in 16 countries in the Asia Region: Afghanistan, Bangladesh, Cambodia, China, India, Indonesia, Lao People's Democratic Republic, Maldives, Myanmar, Nepal, New Caledonia, Palau, Pakistan, Philippines, Sri Lanka and Thailand, with the Asia region office being located in Bangkok.



This position will be located in Bangkok, Thailand's capital, a large city known for ornate shrines and vibrant street life. The boat-filled Chao Phraya River feeds its network of canals, flowing past the Rattanakosin royal district, home to opulent Grand Palace and its sacred Wat Phra Kaew Temple

Living in Bangkok will be a unique experience for you. Indeed, Bangkok is a city of contrasts and diversity, which offers expats lots of opportunities. If you are interested in living in the Thai capital, you will find helpful advice on healthcare, education, transport, and more in our brief guide.

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title: Project Management Support - Senior Analyst

Sector of Assignment: Project Management

Country: Democratic Republic of Congo (DRC)

Location (city): Kinshasa

Agency: United Nations Office for Project Services (UNOPS)

II. Supervision:

Supervisor: Head of Programme, CDOH

Content and methodology of supervision:

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

- Day to day interaction, and regular review meetings with direct supervisor, as well as feedback sessions against established work plans and schedules;
 - Establishment of a work plan, with clear objectives and key results;
 - Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness;
 - Guidance and advice in relation to learning and training opportunities within the field of expertise;
 - Completion of the yearly UNOPS PRA (Performance Result Assessment) with requirement of a formal Mid-year Review.
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Scope of the Job:

The Project Support Analyst will support the Head of Programme and the Project Management Office (PMO) in ensuring that the projects/programme are being run effectively using the UNOPS tools and techniques, and to ensure good practice is developed and used across all projects/programmes. The JPO will work under the guidance of the Head of Programme to ensure capacity building of national staff in the effective use of UNOPS tools and techniques within a project/programme environment.

III. Duties, Responsibilities and Output Expectations:

The Junior Professional Officer (JPO) will work under the direct supervision of the Head of Programme. The JPO will work in close collaboration with the Project Managers, PMO and support services units in UNOPS CDOH. She/he carries out day-to-day work independently in accordance with the established policies and procedures.

After a training period, the incumbent will have the following responsibilities:

- Support the mobilization and start-up of projects. This includes:
 - engagement acceptance;
 - recruitment, procurement, and financial management;
 - ensure proper hand-over of all project documents to Project Managers and other Project staff as soon as recruited.
- Facilitate continuous improvement and quality management through the monitoring and prioritizing of improvement opportunities.
- Provide routine oversight and analysis of CDOH delivery data within the dashboard system, using the UNOPS ERP system as required.
- Complete all the documentation for quarterly engagement assurance.

More specifically, the JPO will:**1. Project implementation:**

- Provide support in keeping UNOPS CDOH project/programme compliant with agreed standards ensuring the projects have adequate use of controls to ensure time/cost/quality/risks etc are

effectively managed;

- Providing reports, updating plans, maintaining registers;
- Support the Internal Project Boards and ensure end-stage assessments are completed effectively;
- Manage communications and ensure stakeholders are aware of project activities, progress, exceptions and are in a position to accept handover of products;
- Advise the PM on issues that may impact the achievement of their outcomes (including issues of sustainability and post project requirements such as maintenance);
- Manage the information flows between the project team and the PM and support the PM in managing Internal Project Boards and other key stakeholders;
- Support the PM in the creation and maintenance of programme/project plans and stage plans.

2. Financial Management:

- Prepare delivery reports to show the status of revenue and delivery for on-going projects.
- Actively support the quality control process by bringing relevant inputs on financial reporting methodology and templates.
- Identify reasons for shortfall in delivery and recommends ways to correct and/or improve delivery;
- Maintain a list of projects that have special audit requirements and initiates project audits when necessary;
- Review budgets and commitments on a regular basis and make adjustments where necessary to reflect accurate financial data.

3. Communication and reporting:

- Liaise with Regional Office in Copenhagen on Project Management Practice Group initiatives and report requirement such as the Results-Based Reporting;
- Support the office in communication, public relations matters by preparing and disseminating articles and client reports as represented in the signed agreements.

Partnership and programme development planning:

- In collaboration with the CDOH Partnership development Advisor identify main partners, strategic positioning of UNOPS in the potential niches, to grow a pipeline opportunities in Hub countries.
- Monitor and evaluate humanitarian and development trends and needs to identify areas of collaboration within UNOPS mandate and existing capacity.
- Research events, publications, and announcements, to track and screen opportunities for possible UNOPS interventions and identify trends that will drive partnership opportunities.
- Provide technical support during elaboration of proposals.

IV. Qualifications and Experience:

Qualifications: Master's degree or equivalent in a relevant field. (you must attach a copy of your Master's Degree to your application for this position)

Certification in project management (Prince 2 or PMP) would be an asset but is not a requirement.

Work Experience: A minimum of 2 years of experience in project and operations management is required. Experience in post-conflict project management would be an asset. Experience in project management or budgeting within the development sector or private sector is highly desirable.

Language Requirements: Fluency in spoken and written French is required. Knowledge of English is highly desirable.

Key Competencies of the assignment:

- Excellent organizational skills; attention to detail; and determination to meet deadlines;
- Excellent communication skills and computer literacy;
- Ability to develop practical tools;
- Results-focused, with the energy and ability to manage multiple competing priorities;
- Good understanding of operational work, particularly at the field level.

V. Learning Expectations:

As part of the UNOPS JPO programme overall framework, the JPO will benefit from the following training and learning opportunities:

- Participation in a one-day JPO Pre-departure briefing providing a brief introduction to the JPO programme in the UN and prepare the JPO for the field environment, country office set up and expected challenges. During the visit, he/she will meet focal points for relevant practice areas.
- Upon arrival of the JPO at the duty station, additional training will be provided on UNOPS Financial Rules and Regulations, Standard Operating Procedures, as well as UNOPS financial system, Atlas, and procurement rules.
- The JPO will also benefit from UNOPS Management Practices networks. Training on project and budget management, procurement of goods, works and services will be provided.
- S/he will also have access to diverse knowledge sharing mechanisms such as targeted webinars, articles and meetings with project management community across UNOPS, as well as different learning opportunities (such as online language classes, Prince 2 training, etc.)
- Use of yearly JPO duty-related travel and training allocation (DTTA).

VI. Background Information:

With its headquarters in Copenhagen, Denmark and a network of regional and country offices, UNOPS supports activities in more than 80 countries. UNOPS's role within the UN means that during periods of conflict or crisis we maintain a physical presence on the ground. Our size, scope, and track record allow partners to benefit from economies of scale, shared knowledge and specialized expertise.



UNOPS' mission is to expand the capacity of the United Nations system and its partners to implement peacebuilding, humanitarian and sustainable development operations that matter for people in need. Working in some of the most challenging environments, UNOPS vision is to always meet the expectations of its partners with sustainable management services that meet world-class standards of quality, speed, efficiency and cost-effectiveness. With a mandate of providing management and implementation support services in emergency, post-conflict and development environments, UNOPS makes tangible contributions to the achievement of sustainable operational results of its partners in the areas of:

- Rebuilding peace and stability after conflict;
- Early recovery of communities affected by natural disasters and other emergencies;
- Ability of people to develop sustainable local economies and obtain social services;
- Environmental sustainability and adaptation to climate change.

VII. Information about Living Conditions at the Duty Station:

Kinshasa is a Family Duty Station.