



UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Vacancy Details

Vacancy Code UNOPS/10/AFO/RO/ZIM/002

Post Title **Project Manager**

Post Level **ICA - National**

Position status **Non-rotational**

Project Title **Zimbabwe Health Infrastructure Rehabilitation**

Org Unit **UNOPS Africa Regional Office**

Duty Station **Harare, Zimbabwe**

Duration **12 months, with possible extension**

Closing Date **February 19, 2010**

Background

The Global Fund to fight HIV/AIDS, Malaria and Tuberculosis and the United Nations Development Programme (UNDP) Zimbabwe signed the Round 5 and 8 grants under which approximately 120 health clinics will be needed to renovate or construct. UNDP has requested UNOPS to implement a part the grants and is such an important partner for the success of the project.

The project manager is principally accountable for day-to-day management of an assigned project. The manager reports and operates within the UNOPS project management systems and tools that are based on the Prince 2 methodology. Additionally the projects must be managed utilizing solid international standards and in line with UNOPS financial rules and regulations and other relevant policies and guidelines.

Duties and Responsibilities

Project Manager would be stationed in Harare the country of the projects location and report to the International Infrastructure Project Manager. The project itself should report to a project board.

General Duties

- The PM is responsible for successful implementation of the assigned infrastructure project.

- The PM will regularly review project progress and the implementation structure to ensure the most efficient and most cost effective model to deliver the project is devised and lessons are learnt for the future.
- The PM liaises closely with the support teams and managers of other projects.

Specific

- The PM will have direct responsibility for the operational management of the assigned project reporting to the International Project Manager.
- Implement Round 5 & 8 infrastructure components of the UNDP-Global Fund Project under the guidance of the International Project Manager.
- Manage all finance, human and information resources to achieve a high quality project.
- Prepare work fiscal and delivery / construction programs in line with project objectives.
- Manage national personnel and assets
- Ensure effective coordination with all stakeholders.
- Promote high professional standards of project management, engineering design and construction across all disciplines, monitoring and evaluating to ensure conformity with UNOPS rules and regulations plus best practice outcomes.
- Regular site visits at all stages of the construction work in order to verify and confirm the quality of the construction works. Quality control will be verified using proven instruments particularly on reinforced concrete, finishes, wiring, plumbing, framing and joinery.
- Through site visits guide the site supervisors in construction supervision and contract administration in accordance with relevant contract conditions and specifications.
- Understand the complete cycle of implementing a designed and approved project in order to prepare realistic and logical work plans.
- Assist with the preparation of monthly and quarterly reports and submit summary of relevant information with recommendations to the appointed supervisor.
- Advise on contract preparation and award procedure ensuring conformity with UNOPS procurement and financial rules and regulations.
- Directly supervise the activities of the assigned project, prepare and submit budget revisions of project budgets.
- Represent the project as required in Inter-Agency mechanisms, with appropriate Government authorities and donors.

Monitoring and Progress Controls

PM is the responsible person and custodian of all project documents and is responsible for full filling all reporting commitments contained in all project documentation. PM is responsible for monitoring and tracking deadlines, project status, procedural hold points and approvals committed to in project agreements. PM is to monitor quality of final product and workmanship throughout implementation.

Final Product

PM is responsible to provide outcomes that satisfy the project documents of each project generally this would be high quality infrastructure implemented within the budget and timeline

committed to the client within UNOPS rules and regulations. After practical completion and handover to the client and prior or upon final completion final handover reports are to be produced containing narrative of all project activities and outcomes, financial expenditure and all relevant technical handover documents.

Required Selection Criteria

Competencies

- Relevant experience in developing countries for the purpose of infrastructure development.
- Preferable previous experience with UN structures and procedures.
- Proficient with standard computer applications including MS Project
- Excellent interpersonal, analytical and management skills.

Education/Experience/Language

- Degree qualified in an infrastructure related discipline preferably Engineering. Relevant demonstrated experience can be substituted for academic qualifications.
- Trade qualification and construction experience would be an advantage.
- Minimum 5 years relevant experience out of which preferably 3 years at managerial level, some of which ideally would have been gained in a developing environment.
- Excellent written and spoken English, knowledge of Shona or Ndebele is essential.
- Knowledge of UNOPS rules and regulations and working in a Prince II environment is an advantage.

Submission of Applications

Qualified candidates may submit their application a complete Curriculum Vitae and an updated United Nations Personal History Form (P.11) to Peter McKay, via e-mail to peterm@unops.org. or in person to:

UNDP
8th Floor, Takura House
67-69 Kwame Nkrumah Avenue
Harare

Note: United Nations Personal History Form (P.11) available on our website www.unops.org or from the UNDP office, 8th Floor, Takura House, 67-69 Kwame Nkrumah Avenue Harare. Kindly indicate the vacancy number and the post title in the subject line when applying by email.

Additional Considerations

- Applications received after the closing date will not be considered.

- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.

For more information on UNOPS, please visit the UNOPS website at www.unops.org.