

TERMS OF REFERENCE

for KOICA Multilateral Cooperation Officer (KMCO)

I. General Information

Title: Programme Management Specialist
(Equivalent) Grade: IICA 2
Sector of Assignment: Project Management
Country : Ghana
Duty Station(city): Accra
Agency : UNOPS
Duration of Assignment: 1 year

II. Supervision

Name of Supervisor : Sonja Varga
Title of Supervisor : Head of Programme
Content and Methodology of Supervision :

In line with UNOPS leadership practices, the annual performance evaluation objectives for the Programme Management Specialist will be established annually at the outset of the assignment. Monitoring and feedback on performance against these objectives will be carried out formally through a mid-year and annual review.

In addition, specific tasks in support of the annual team work plan will be set out and monitored on a quarterly basis.

Further, regular one-on-one meetings will take place with the supervisor on a fortnightly basis to ensure adequate guidance, clarifications and feedback is being provided against the established work plan.

Where required, ad hoc meetings will take place either on the request of the Supervisor or the Programme Management Specialist as required.

III. Duties, Responsibilities and Output Expectations

Under the direct supervision of the Head of Programme, the Programme Management Specialist (PMS) will provide a certain level of coordination of the Programme Management Office (PMO) while maintaining and implementing appropriate standards and promoting best practices in line with UNOPS policies and procedures.

Coordination

- Actively participate in strategy formulation and planning of the PMO;
- Support the Head of Programme in monitoring and providing oversight over the delivery of the hub strategy and work plans;
- Coordinating the work of the PMO team in to ensure delivery support to projects is implemented according to appropriate standards and best practices in line with UNOPS policies and procedures

Programme and Project Support

The Programme Management Specialist (PMS) will be assigned a portfolio of projects for which (s)he will be responsible for providing direct support. Specific responsibilities for delivery support will include:

- Support Project Managers to ensure planning and delivery processes adhere to best practice;
- Ensure projects are implemented according to planned governance arrangements, guidelines, procedures and templates, as required;
- Support the monitoring, communication and reporting on progress and outcomes in a timely manner to ensure effective decision making as required;
- Carry out quality assurance on client reports prior to dissemination;
- Support Project Managers to ensure coherence between planning elements including budgets, staffing resources, schedules, stage plans, risk management plans etc.;
- Undertake missions to monitor progress, collect progress and outcome data, perform assurance or to identify issues;
- Acts as the focal point for KOICA funded projects;
- Monitor projects to ensure compliance with strategies for risk, stakeholder engagement, change and quality management;
- Support project managers to ensure project resource requirements are met;
- Ensure delivery forecasts is accurate and variance is monitored and exception reports raised;
- Support project managers with project budget preparation, revisions and financial reporting.

Best Practices and Technical Advice

- Play a proactive role in promoting the application of best practices in key areas of programme and project management particularly focusing in the areas of Monitoring and Evaluation (M&E) and Communications;
- Provide advice and support on the application of best practices in Monitoring and Evaluation across the programme;
- Provide advice and support to the development of appropriate tools for communications, partner outreach and visibility;
- Coordinate the development and implementation of a communications and visibility strategy for the hub;
- Prepare communications and visibility materials including factsheets, capacity statements and press releases in support of ongoing programme and partnership efforts;
- Provide hands on support and advice on the implementation of project M&E plans to all projects in the programme;
- Facilitate knowledge sharing on good practices in project management; monitoring and evaluation (M&E); strategic communications;
- Identify and recommend appropriate levels of programme/project support for decision making on implementation models.
- Provide guidance, coaching and orientation on UNOPS project management method, guidelines and tools and promote excellence in their application;

Stakeholder Management

- Support the Director, Head of Programme and Partnerships Advisor and Project Manager(s) in the engagement with KOICA Ghana Country Office;
- Establish solid working relationships with clients and key stakeholders;
- Support the effective and timely coordination of communications and ensure stakeholders are aware of new developments;
- Advise the Project Managers on appropriate stakeholder engagement approaches;

IV. Qualifications and Experience

Required Education and Work Experience

- Master's Degree in Business Administration, Project Management, Development studies or related field. A First Level University (Bachelors) degree with an additional 2 years of relevant professional experience may be accepted in lieu of a Master's Degree;
- Minimum 5 years of experience programme or project management related assignments;
- Prior experience in Reporting, Monitoring and Evaluation is required;
- Prior experience in stakeholder relations is an advantage;
- Demonstrated capacity to communicate progress and outcomes in support of global development agendas (including the SDGs) is required;
- Experience within the development sector is an advantage;
- Knowledge of development issues in the agricultural sector is an advantage;
- Past exposure to infrastructure development sector is an advantage;
- Certifications in Prince2 Foundation, Practitioner and/or PMP are considered an asset.

Key Competencies of the Assignment

- Expertise on programme and project management;
- Fluent in both oral and written English skills;
- Good managerial skills and able to mediate in a mature manner;
- Training and presentation skills;
- Willingness to take on added responsibility and to build team morale and consensus;
- Commitment to seek and apply knowledge, information and best international practices and promotes a knowledge sharing and learning culture in the office;
- Agility and dynamism
- Results Oriented
- Solution Focused
- Strategic Perspective
- Effective Communication
- Leading self and Others
- Integrity and Inclusion
- Partnering
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

V. Background Information

Established as a sub-regional operational hub in 2015, the Ghana Operational Hub (GHOH) covers 5 countries in the sub-region: Sierra Leone, Liberia, Nigeria, Ghana and The Gambia. With a team of approximately 100-strong personnel, the hub is made up of engineers, project management and support personnel with a mix of international and national expertise. Over the past three (3) years, the GHOH team have successfully implemented approximately US \$70million in projects primarily in the form of infrastructure development and large scale procurement support in the Health, Energy and Roads sectors.

The Programme Management Office (PMO) is established to provide decision enabling and delivery support structure for the UNOPS Ghana Operational Hub. The PMO supports the Head of Programme and/or the Operational Hub Director in defining a balanced, hub-wide programme ensuring consistent delivery of the programme and projects.

The PMO provides support to the GHOH covering three main functional areas:

1. Strategic Planning and portfolio support (doing the right projects)
2. Delivery Support (doing projects the right way)
3. Best Practices (doing projects consistently well)

In doing so, the PMO guides the projects within the Operational Hub in following policies, guidance and best practices in project management to capitalize on the model of excellence UNOPS has adopted. It further ensures the entire programme team is knowledgeable and works collectively towards the organization's strategic goals.

As an integral part of the PMO team, the Programme Management Specialist (PMS) will be assigned a portfolio of projects for which (s)he will be responsible for providing Direct Support. This includes providing appropriate levels of oversight over the PMO team to ensure delivery support to projects such that they are implemented according to appropriate standards and best practices in line with UNOPS policies and procedures. In addition, under the direction of the Head of Programme, the Programme Management Specialist will be assigned the lead for coordinating the PMO's annual work plan.

VI. Information about Living Conditions at the Duty Station

Location of the work place

The distance between the UNOPS GHOH office and the city centre is less than 5km.

There are a number of safe residential areas for expatriates within a similar (5km) radius to the office as well as others further afield.

For those living within walking and biking distance (1km-2km from the office) these options are possible but not recommended after dark. However the most viable option for commuting is through personal vehicle transport for persons living more than 1km from the office. The same is true for moving around the city outside of working hours and/or out of town

Taxis and Ubers are readily available however the usual vigilance should be exercised when using these.

Housing

A wide range of housing options are available in the city. These include appropriate level of security arrangements including perimeter walls,

Below is an indicative outline of international-standard unfurnished accommodation average cost per month;

Houses/townhouses

- Prime areas (Ridge, Cantonments, Labone, Airport Residential Area): US\$3500/6,000 for 3 bedrooms, US\$5000/6,500 for 4 bedrooms with swimming pools. Houses with gardens have become rare in these prime areas and rent can be up to \$6000/8,000, peaking at US\$10000/12,000 for exceptional properties on large plots with pools.
- Other areas (Airport West, Dzorwulu, Abelempke, Airport Hills): US\$2500/4,500,
- Newer residential areas (East Legon, East Airport): US\$2,000/3,500 but size, standards and location may vary.

Apartments

- 3 bedroom 2^{1/2} bath apartments in recent gated communities in expatriate areas will cost US\$2500/4,000,
- 2-bedroom apartments range from US\$1800 to US\$3,000,
- 1-bedroom range from US\$1200 to US\$1,800.

For gated communities, a service charge of US\$200 to 350 in average will be added to the rent if not included, and commonly cover 24/7 security, generator

maintenance (and sometimes fuel), garbage disposal and common grounds/facilities maintenance and use (cleaning, electricity, maintenance, etc.).

Note that these rental rates are for leases of one-year minimum and payment of six months to one-year rent advance (service charge is paid in advance as well). Rates are higher for short-term accommodation and serviced apartments.

Security and Safety

All personnel working for UN Agencies fall under the umbrella of the UN Department for Safety and Security. All usual precautions should be taken by staff and dependents apart from seeking and following UNDSS advice.

According to the UNDSS travel advisory for the month of October 2018 general security threats are assessed as “Low”. In Southern Ghana, crime is the primary source of security threats while in Northern Ghana main source of insecurity is increased threat of violent demonstrations and civil unrest.

Personnel or dependents arriving in the country are advised to maintain vigilance over their belongings and self while checking in and out of taxis or hotels. They are further advised to take a registered taxi from the airport to their destination.

Required visa type and Issuance Process

As a UN Agency with a Host Country Agreement in place, all UNOPS personnel are eligible for resident Visas.

VII. Agency Information

Name of Country Director: Ifeoma Charles-Monwuba

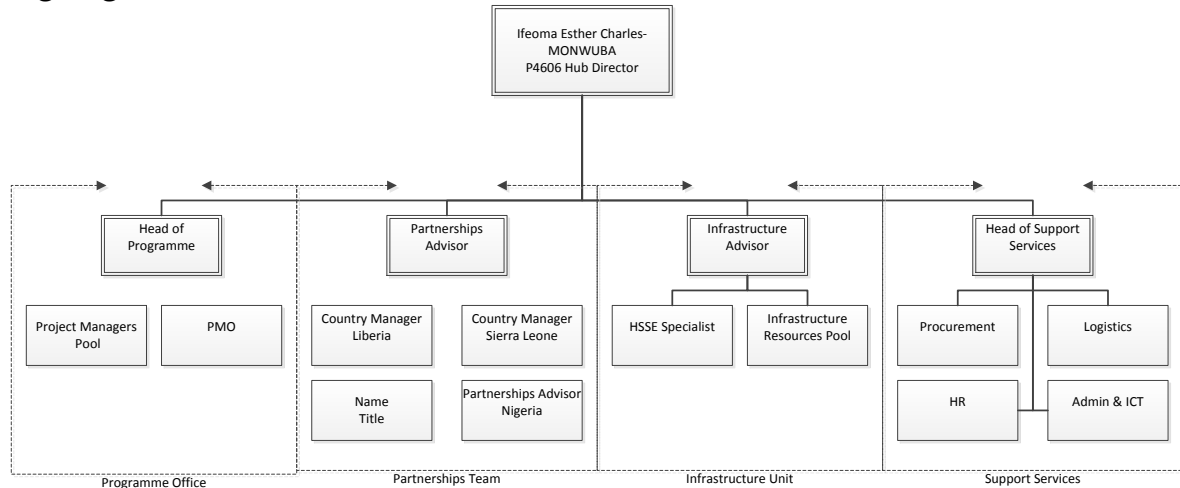
Number of Staff: total (24), International (3)

Number of Korean staff (if any): JPO (0), UNV (0), Others (0)

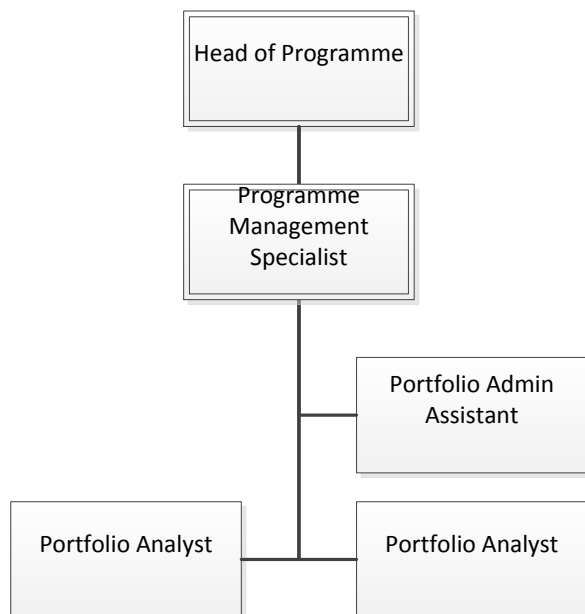
Address: 65A 7th Ave Extension, North Ridge, Accra

Telephone/Email/Website: www.unops.org

Organigram



The below organigram is for the PMO:



Pictures of the Office Building (Exterior & Interior)



Submitted by

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Agency / Unit: UNOPS GHOH

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