

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	<b>VA/2009/AFO/KEOC/PRJ/AEWA/01</b>
Post Title	<b>Operations Manager</b>
Post Level	<b>P3 – ICS 10 (Non-rotational)</b>
Project	<b>African-Eurasian Flyways Project - AEWA</b>
Org Unit	<b>AFO/KEOC</b>
Duty Station	<b>Bonn, Germany</b>
Duration	<b>1 year</b>
Closing Date	<b>10 February 2010</b>

### **Background**

---

With the former Chief Technical Advisor (CTA) having now assumed another post with UNEP/DGEF in Nairobi, Kenya, there is no longer a dedicated CTA for the UNEP/GEF African-Eurasian Flyways Project. In effect the PCU has been reduced to one junior staff member. It is necessary therefore to upgrade the duties of the remaining PCU staff member to accurately reflect the additional workload and responsibility necessary to bring WOW to a successful closure.

The position is accountable to UNOPS and UNEP for administrative and technical issues respectively. The Operations Manager will provide coordination and leadership for the execution of all project technical and administrative activities (GEF-funded and co-financed). Some co-financed activities will be executed by project contractors and will not use GEF funding; it is the Operations Manager's responsibility to ensure that the necessary linkages and synergies with the rest of the project are maintained. The Operations Manager will be the coordinating link between key project structures and organisations responsible for carrying out technical tasks (lead contractors, Subcontractors) and the project organisations and structures responsible for overseeing and managing the project (UNEP, UNOPS, Project Steering Committee).

---

### **Duties and Responsibilities**

---

#### ***The PCU Operations Manager will:***

- Be responsible for the management and supervision of all aspects of project execution, and be accountable to UNOPS and UNEP for the achievement of project objectives and results;
- Be responsible for preparing all project technical and financial reporting to UNEP/GEF and the Project Steering Committee.
- Supervise the work of all project sub-contractors, consultants, interns and field-based staff;
- Coordinate and supervise the work of the Communications Officer in collaboration with the UNEP-AEWA Secretariat.
- Maintain regular contact with the Project Steering Committee (and through this UNEP/AEWA Secretariat, Ramsar Convention, BLI, WI), Sub-Regional Subcontractors, UNOPS (through the appointed Portfolio Manager), UNEP (through the appointed Task Manager);
- Be employed by and report to UNOPS KEOC in Nairobi, Kenya;

Specifically, duties and responsibilities will include:

**Project Management:**

- Manage and Supervise all aspects of execution of the US\$ 12 million UNEP/GEF African-Eurasian Flyways Project;
- Work closely with the core management team in Wetlands International and BirdLife International to coordinate, monitor, and facilitate the execution of all work plan activities;
- Develop annual technical and financial reports for UNEP and the GEF including work plans, as well as procurement, recruitment and delivery forecasts;
- Maintain regular contact with and provide support to the functioning of the project's Steering Committee, including organization of SC meetings.
- Coordinate with UNOPS and UNEP/GEF to ensure regular disbursement of GEF payments to the project, as well as the smooth and continuous implementation of day-to-day activities;
- Liaise with the project's Project Coordinator to coordinate release of all project co-financing to ensure smooth running of the project;
- Supervise project staff and consultants, including providing technical guidance, supervising effective administrative support for the Project Coordination Unit, maintaining close communications with all project stakeholders and sub-contractors, and ensuring adequate project reporting;
- Supervise and provide technical guidance, troubleshooting, backstopping and support to the project's 17 international sub-contractors with the aim of ensuring smooth project progress and strengthening their capacity to better manage conservation initiatives on a national, regional and global scale;
- Supervise the performance of all project contractors against Terms of Reference and contractual agreements;
- Prepare all project's technical and financial consolidated reports for the GEF as necessary;
- Oversee and certify the completion of implementation, delivery of all technical outputs and adequate financial closure of all project contractual agreements for 17 project sub-contractors, in collaboration with UNOPS's legal department;
- Work closely with the Chair of the Project Steering Committee, the project's senior management team and UNEP/DGEF Task manager to prepare all necessary documents for Steering Committee meetings.

**Logistics and Operations:**

- Manage and supervise all operations and support services of the entire project namely human resources, procurement, logistics and administration to ensure the effective delivery of activities in the framework of the programme;
- Ensuring that all project operations are implemented in accordance to UNOPS and UNEP standard procedures and policies;
- Plan, supervise and coordinate the logistics of all project's global meetings, including: strategic planning, travel arrangements for all participants, securing visas and liaising with and supervising all vendors and support staff;
- Coordinate procurement of equipment and materials for sub-contractors' activities, as well as address logistical / delivery challenges;
- Undertake regular field visits to the countries where project's field activities are implemented, to supervise and verify progress of all subcontractors
- Supervise the maintenance of an adequate inventory for all UNOPS managed equipment and properties in the framework of the project;
- Supervise the establishment and maintenance a systematic filing system of key documents in line with UN requirements.

**Monitoring and Evaluation:**

- Regularly review progress reporting from all project subcontractors and oversee the implementation of all project activities against contractual agreements, logical frameworks, Terms of Reference and project documentation;
- Monitor overall project progress against work plans and delivery forecasts. Take corrective actions to improve rate of project delivery as needed and in consultation with the project's senior management team and Steering Committee;

- Ensure continuous monitoring of overall project expenditure, budget and financial delivery;
- Coordinate and support the implementation of the project's Terminal Evaluation, contacting reviewers and organizing their activities;
- Develop and submit the project terminal report to the Project Steering Committee, UNOPS and UNEP.

### **Communications:**

- Provide quality assurance, including data verification, on all external reports and communication products;
- Supervise the joint production of content for communications products such as leaflets, newsletters, final publication, web news digests (in collaboration with the CO and all WOW partners);
- Edit reports prepared by sub-contractors for external distribution as required;
- Prepare ad hoc thematic and technical reports as required;
- Supervise the preparation of all project communication materials (in collaboration with the project's CO), including supervision and editing of all texts, lay-outing, and identification and contracting of translation and printing contractors and consultants;

### **Competencies**

- **Leadership** - Proven supervisory ability and leadership
- **Planning & Organizing** . Ability to plan, organize, manage and implement work assignments, juggle competing demands and work under pressure of frequent and tight deadlines.
- **Judgment** . Demonstrated ability to apply good judgment and decision making skills.
- **Teamwork** . Strong interpersonal skills and ability to establish and maintain effective partnerships and working relation with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Communications** . Strong spoken and written communications skills.
- **Problem Solving** . Strong analytical and problem solving skills and ability to handle a range of management, coordination and technical issues.
- **Commitment to Continuous Learning** . Willingness to keep abreast of new developments in the political and business environment in the AO.

### **Qualifications/Experience/Language**

---

- University Masters Degree or Bachelors Degree with equivalent experience, preferably in one of the following disciplines: international affairs, business administration, social sciences, economics, development studies, or another field relevant to international development assistance.
- At least 5 years experience in project management and business development, with at least 3 years proven and applicable experience in management of operations on senior management level in the sector of international humanitarian assistance and development;
- Efficient, results based and client services oriented, as well as excellent organizational skills are a MUST.
- Ability to take timely and independent decisions to meet goals and objectives.
- A proven record in management and administration as well as in public relations at senior management level;
- Good knowledge of the UN system in general and close familiarity with UNOPS policies and procedures as well as programming tools and arrangements.
- Proven team building and leadership experience.

### **Submission of Applications**

---

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11), via e-mail to [vacancieskeoc@unops.org](mailto:vacancieskeoc@unops.org) Kindly indicate the vacancy number and the post title when applying (in the subject line by e-mail).

### **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 selected candidate at a level below the advertised level of the post.

For more information on UNOPS, including its core values and competencies, please visit the UNOPS website at [www.unops.org](http://www.unops.org).