



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:

Please note the change in post level.

Vacancy Details

Vacancy Code	VA/2010/LCO/COPC/001(Re-advertisement)
Position Title	Portfolio Manager
Position #	TBD
Position Level	P-3 (Fixed-Term Appointment)
Position status	Rotational
Org Unit	Colombia Project Centre – Latin America & Caribbean Office
Duty Station	Bogota, Colombia
Duration	One Year
Closing Date	22 February 2010

Background

The Portfolio Manager should open up business with different clients from the international community, the United Nations System, government counterparts at the national, regional and municipal levels. He/she should ensure that UNOPS manages and delivers top quality service responsive to client needs in Colombia. He/she should ensure well designed and developed business to meet revenue and income target for UNOPS. He/she will be under the operational supervision of the Peru Operations Centre (PEOC) and reports to the Regional Director of LCO (RO) for general guidance and supervision of business development and strategic negotiations.

Duties and Responsibilities

The Portfolio Manager is required to co-ordinate project activities with UNOPS Colombia management and project partners, and provide the services in accordance with the guidelines established within the respective project's operation manuals and legal documents, to achieve the desired results within the stipulated time period. This position may also entail safety and security responsibilities (as Country Representative and/or Security Focal Point) within the region of operation to include the protection of all UNOPS personnel, assets, property and information belonging to UNOPS and/or the UN.

Under the supervision of Peru Operations Centre Manager the Portfolio Manager will be responsible for overall project activities, including:

Portfolio design, planning and administration

- Prepare client assessment analysis and work plan for portfolio management. Set goals, targets and performance standards for the Colombia portfolio under his/her responsibility.
- In consultation with the client, approve project work plans and ensure budget sufficiency and funds are allocated for expenditure.
- Monitor expenditure of allocated financial resources for the portfolio to ensure conformance to project agreements and propose and/or take decisions in consultation with the RD and clients to reallocate resources as required.
- Actively work with clients on proposed projects, implementation plans, cost implications, identifying milestones to ensure success. Monitor project progress and undertake monitoring missions to evaluate progress, identify problems and take appropriate and timely decisions to meet client needs
- In consultation with project staff, draft TORs and work closely with PEOC for the drafting and issue of bidding documents, review of tenders and submissions to LCPC or HQCPC for recommendations of contract awards by the RD or CPO. Work closely with PEOC to negotiate and draft complex agreements and contracts
- Establish and maintain direct inter-agency relationship with UN agencies in particularly with UNDP and the RC office.
- Perform any other ad-hoc tasks as requested.

Business Acquisition and Growth

- Evaluate economic, political, social and other relevant reports to assess potential business opportunities and submit proposals for action.
- Ensure that portfolio development is achieved according the growth objectives and projects criteria set up in coordination with PEOC
- Monitor trends and developments in all related project areas and engage in any possible discussion to pursue opportunities in that respect.
- Contribute to development of tools and platform for data and content management and ensure information and knowledge sharing with clients and partners.
- Contribute to organization and client capacity building of high performance delivery through coaching and mentoring internal clients and partners.

Client Services and organizational work ethics and culture

- Focus on clients' services, keeping them informed of portfolio progress. Provide verbal and written periodic reports.
- Interact with internal clients and regional/portfolio managers to integrate and harmonize approaches.

Required Selection Criteria

Competencies

- Integrity
- Professionalism
- Communication
- Teamwork
- Planning and Organizing
- Accountability
- Sense of Initiative
- Client Orientation
- Ability to work in an environment based on UNOPS culture and work ethics that is both responsive to client needs and respectful of internal and external colleagues and partners
- Critical Competencies for Success:
- Diligence, attention to critical details, keen sense of work priorities and resourcefulness in obtaining and researching important information.
- Ability to apply technical and managerial skills to ensure delivery of services responsive to clients.



- Ability to network, to partner and actively interface with internal and external clients and partners to meet work objectives.

Education/Experience/Language

- Advanced University degree in business/commerce, economics, international relations, political science and other work related social sciences or a First University degree in any related field combined with extensive experience in a similar position.
- At least 5 years progressive experience in project development/design and administration, implementation, business development, marketing, customer's relations in either public or private sector international organizations with particular emphasis on development/post-conflict thematic, or a First University degree in related fields with at least 7 years of experience in similar responsible position.
- Fluency in oral and written Spanish and English

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 vacancieslco@unops.org 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.

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