

## Infrastructure and Project Management Manager

<b>Job categories</b>	Project Management, Programme Management
<b>Vacancy code</b>	VA/2022/B5505/24171
<b>Department/office</b>	AR, LKMCO, Sri Lanka
<b>Duty station</b>	Colombo, Sri Lanka
<b>Contract type</b>	Local ICA Specialist
<b>Contract level</b>	LICA Specialist-10
<b>Duration</b>	Ongoing ICA - Open-ended, subject to organizational requirements, availability of funds and satisfactory performance
<b>Application period</b>	24-Jun-2022 to 10-Jul-2022

Applications to vacancies must be received before midnight Copenhagen time (CET) on the closing date of the announcement.

### Background Information - UNOPS

UNOPS is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Our mission is to help people build better lives and countries achieve peace and sustainable development.

UNOPS areas of expertise cover infrastructure, procurement, project management, financial management and human resources.

### Working with us

UNOPS offers short- and long-term work opportunities in diverse and challenging environments across the globe. We are looking for creative, results-focused professionals with skills in a range of disciplines.

### Diversity

With over 5,000 UNOPS personnel and approximately 7,400 personnel recruited on behalf of our partners,

spread across 80 countries, our workforce represents a range of nationalities and cultures. We promote a balanced and diverse labour force — a strength that helps us better understand and address our partners' needs. We continually strive to improve our gender balance through initiatives and policies that encourage the recruitment of qualified female candidates.

## **Work life harmonization**

UNOPS values its people and recognizes the importance of balancing professional and personal demands.

## **Background Information - Sri Lanka**

### **UNOPS in Sri Lanka**

UNOPS in Sri Lanka is based in Colombo and is responsible for helping the Government of Sri Lanka and partner organizations deliver social and economic rehabilitation in areas affected by the 2004 tsunami and decades of armed conflict. UNOPS in Sri Lanka helps partners achieve their project goals in sectors including physical infrastructure, the environment and poverty mitigation.

UNOPS has supported Sri Lanka's development since 1998, expanding operations in 2005 to support the post-tsunami response and reconstruction process. Within the organization's mandate in project management, infrastructure, and procurement, UNOPS Sri Lanka implements customized socio-economic development projects that benefit vulnerable people and develop national capacities. Achievements in Sri Lanka include the development of sustainable and climate-resilient infrastructure, procurement services & capacity building, and project management in education, fisheries, roads, health, water supply systems; flood control and sanitation, and integrated solid waste management sectors. UNOPS works closely with Government counterparts and communities to ensure increased ownership, sustainability and accountability of Projects. Key projects in Sri Lanka include the Technical Project Management support for the Maternal and Newborn Health Care Strengthening Project in Matara District, Sri Lanka funded by KOICA.

UNOPS Sri Lanka also facilitated over \$22 million worth of procurement of COVID-19 protection equipment and services in partnership with the World Bank, the Government of Japan, and the United Nations Multi-Partner Trust Fund.

The Infrastructure and Project Management Manager will be part of the UNOPS Sri Lanka MCO team and will provide advice and support to all infrastructure projects across the different offices.

The Infrastructure and Project Manager will report to the Country Director in Sri Lanka with a secondary reporting line to Sri Lanka Multi Country-Office Head of Programme.

**Project Information:** UNOPS has signed an MOU with an intergovernmental organization called SACEP (South Asia Cooperative Environment Program). SACEP is implementing the WB-funded PLEASE Project in South Asia. One of UNOPS's deliverables is the construction of a state-of-the-art, carbon-reduced environment-friendly HQ building in Colombo. The incumbent will supervise this construction besides other infrastructure projects within LKMCO.

## **Functional Responsibilities**

### **Summary of Functions:**

1. Technical leadership, Risk Management, and Quality assurance
2. General construction
3. Feasibility study/needs assessment
4. Design Management
5. Construction supervision
6. Health and Safety
7. Project management
8. Knowledge Management

## **1. Technical leadership, Risk Management, and Quality assurance**

- Provide substantive support to the Country Office in the planning and implementation of infrastructure projects and programs throughout their whole life cycle.
- Mentor and assist Infrastructure Project Managers in planning, execution, and delivery of allocated projects, including but not limited to design development, design management, design review, construction management, works supervision, contract management (FIDIC), change control, quality management, health and safety, and environment, and other infrastructure-related areas of expertise, ensuring incorporation of best practice of infrastructure project management processes.
- Work closely with the Programme Management Office (PMO) to ensure those project management policies, processes and methods are followed and practiced according to the UNOPS standards, best project management practices are promoted, and overall assurance of projects is provided.
- Identify and anticipate in a timely manner potential risks and issues through infrastructure expertise and knowledge, advise on mitigation measures and ensure implementation thereof, and escalate critical issues/risks to the Country Office/Multi Country Office Manager/Director and partners so that maximum benefit to partner(s) and other stakeholders is achieved.
- Provide advice and support on the preparation, quality and proper management of infrastructure projects documents (including business cases/strategies, projects plans, risk assessments and infrastructure-related documentation such as site assessments, design package, contract management and works supervision documentation, as-built design, testing and commissioning reports, change orders, completion and hand-over certificate, etc.).
- Advise and assist with technical input to proposals, including but not limited to project planning, governance, and approach considerations.

## **2. General construction**

- Support Project Managers/ project team to plan and coordinate work activities.
- Advise and provide expertise/support to prepare technical specifications, Bills of Quantities, bidding documentation, engineering drawings, construction methodologies, construction planning and programming, and assessments of contractors' technical capacity to deliver.

- Support the Project Managers/ project team provide data and information about project work for reporting purposes.
- Provide monthly reports to the Country Manager and the Project Management Office in Colombo summarizing all project matters including quality, health and safety, environmental, as well as any issues relating to possible delays, cost overruns, variations and any other matter related to infrastructure projects.

### **3. Feasibility study/needs assessment**

- Support Project Managers/project team complete needs assessment, organize preliminary studies and monitor/supervising, consultants.
- Support the review of requests for new construction and rehabilitation works.
- Support and advice project team to review assessments and reports with recommendations for follow up actions.

### **4. Design Management**

- Support the Project managers/ project team to outline design requirements (e.g. timeline) to procure design services, including concept, preliminary and final stages where applicable.
- Support the Project Managers/ project team to manage the design ensuring deliverables are available on time, and to the required quality.
- Support infrastructure Project managers/ project team with their design review submissions to HQ.
- Assist the procurement team with technical assistance and in addition to project teams, in preparation of tender documentation and bid analysis where required.

### **5. Construction supervision**

- Conduct site visits for all projects and verify that works are consistent with the project technical specifications and inform promptly of eventual deviations.
- Support the overall management of works implementation to ensure construction works are completed on time, within budget and to quality standards.
- Provide spot checks of supervision of the project work progress and quality for on-time delivery.
- Assist the Project Managers/ project team in the preparation of project/contracts related documentation such as periodic progress reports, site monitoring reports, stakeholder meeting minutes, engineer's instructions and variation orders, contractor's bills review reports, certifications, client hand-over documents, and contracts close-out reports.

### **6. Health and Safety/Quality**

- Act as the focal point in the Country Office for Health and Safety matters.
- Significantly increase awareness on health and safety, ensure implementation of the GoalZero approach (zero incidents, zero injuries and zero accidents) and completion of actions to improve health and safety.

- Cultivate a GoalZero mindset with actions such as identifying and addressing health and safety risks, monitoring the adherence to health and safety requirements through inspections and reviews, and engaging others to embed a safe working culture at UNOPS workplaces.
- Support Project Managers/ project team develop and monitor their respective Quality, Health and Safety, Environment plans.

## **7. Project management**

- Development and planning – support the team in Colombo to provide appropriate levels of programmatic management to projects in LKMCO, regarding all ongoing project activities, while maintaining and implementing appropriate standards and best practices in line with UNOPS policies and procedures.
- Consult and collaborate with colleagues and partners to ensure linkages, consistency, and harmonization of approaches and compliance with guidelines, framework, and standards of accountability, integrity, and performance.
- Ensure proactive programme and project risk identification and assessment and implementation of adequate mitigation measures.
- Work closely with the partnership person to ensure and facilitate the capture of lessons learnt from programme and project implementation into new opportunities and engagement development, as well as the adequate identification of risks and mitigation measures.
- Set-up and closure – support relevant project closure activities.
- Monitoring and reporting - regularly review project status, quality, evaluating performance criteria.
- Quality assurance - help ensure compliance with UNOPS defined standards for programme/project management.
- Provide advice to projects or programmes that may need to be brought back on track.

## **8. Knowledge management**

- Assist in providing training and technology transfer to national personnel and contractor's personnel and advice on good construction practices, good environmental management practices, and appropriate health and safety standards during construction.
- Contribute to the dissemination and sharing of best practices and lessons learned for development planning and knowledge building.

## **Impact of Results**

The effective and successful achievement of results by the Infrastructure / PM Specialist directly impacts on achievement of the projects and consequently reinforces the visibility and image of UNOPS as an effective service provider in project services and management and strengthens its competitive position as a partner of choice in sustainable development and project services.

## **Functional competencies:**

- Demonstrates strong technical knowledge and commitment to continuous learning.

- Demonstrates results orientation and focus on solutions.
- Ability to develop and maintain effective work relationships with clients, donors and other stakeholders.
- Ability to plan work in a collaborative manner and to manage priorities.
- Works collaboratively with colleagues to achieve the goals of the project and in accordance with UNOPS shared goals.
- Consistently approaches work with energy and a positive, constructive attitude.
- Remains calm, in control and good humored even under pressure.

### Technical competencies:

The Infrastructure and Project Management Specialist is responsible for keeping abreast of new developments in engineering.

### Competencies



Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization. **(for levels IICA-2, IICA-3, LICA Specialist- 10, LICA Specialist-11, NOC, NOD, P3, P4 and above)**



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

## **Education/Experience/Language requirements**

### **Education:**

- A Master's degree in Civil Engineering or related field is required.
- A combination of Bachelor's degree with an additional 2 years of relevant work experience may be accepted in lieu of the education requirements outlined above.
- AutoCAD certification is desirable.
- Project Management certification (for example PRINCE2® Foundation) is desirable.

### **Experience:**

- A minimum of 5 years of experience in civil engineering or construction management in an international organization is required.
- A minimum of 3 years of experience in project management in an international organization is required.
- Experience in providing advice and oversight is desirable.
- Some experience in the UN system organizations and/or a developing country is highly desirable.
- Work experience in multi-cultural developing contexts is desirable.
- Knowledge of MS Projects and Google Suite is highly desirable.

**Language Requirement:**

- Fluency in English is required.

**Contract type, level and duration**

Contract type: Local Individual Contractor Agreement (LICA)

Contract level: LICA-10

Contract duration: Open-ended, subject to organizational requirements, availability of funds and satisfactory performance.

For more details about the ICA contractual modality, please follow this link:

<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/Individual-Contractor-Agreements.aspx> (<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/Individual-Contractor-Agreements.aspx>)

**Additional Considerations**

- Please note that the closing date is midnight Copenhagen time
- 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 seeks to reasonably accommodate candidates with special needs, upon request.
- Work life harmonization - UNOPS values its people and recognizes the importance of balancing professional and personal demands. We have a progressive policy on work-life harmonization and offer several flexible working options. This policy applies to UNOPS personnel on all contract types
- For staff positions only, UNOPS reserves the right to appoint a candidate at a lower level than the advertised level of the post.
- For retainer contracts, you must complete a few Mandatory Courses (around 4 hours) in your own time, before providing services to UNOPS.
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

*It is the policy of UNOPS to conduct background checks on all potential recruits/interns.*

*Recruitment/internship in UNOPS is contingent on the results of such checks.*

*This position is based in a family duty station.*

*This is a local post. As such, it is only open to nationals of Sri Lanka or persons with valid residence permits.*

**DISCLAIMER**

The screening of your application will be conducted based on the information in your profile.

Before applying, we strongly suggest that you review your [UNOPS Jobs profile](https://jobs.unops.org/pages/User/CreateProfile.aspx)

(<https://jobs.unops.org/pages/User/CreateProfile.aspx>) to ensure completeness, especially the education and experience sections.



## RELEVANT STORIES

- "Each place that I work in has so much history and culture to explore and I am lucky enough to enjoy it all, while helping improve the health of local communities"

### **Nang Shri Seng Lao**

Unops Logistics Officer, Myanmar

- "I am very proud to be a member of the UNOPS family. The projects and partners we work with really benefit those who need it most"

### **Vicente Huaquisto**

Driver At Unops In Peru

**Explore our work >> (<https://www.unops.org/news-and-stories/?type%5B%5D=StoryArticle>)**