

JMOC- Jerusalem Operations Centre , 8 Nur Ad Din St., P.O.Box 55157 Jerusalem

The United Nations Office for Project Services (UNOPS), a major provider of project management and implementation services to the United Nations System and developing countries, seeks qualified applicants for the following position:

Position Details

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|----------------------|--|
| Post Title | Deputy Project Manager-Infrastructure (DPM) |
| Duty Station | Ramallah with regular travel to Jerusalem and other areas of West Bank |
| Vacancy Announcement | 2008/UNOPS/JMOC/004 |
| Working hours | 8 am to 5 pm Monday to Friday nominally however project needs will dictate exact requirements |
| Duration | 01/04/08 to 31/03/09 With possible extension |
| Remuneration | ICA |

1. Background

The United Nations Office for Project Services Jerusalem Operations Center (UNOPS JMOC) was established in East Jerusalem in late 2006. Its aim is to provide the United Nations sister agencies and the humanitarian and development sectors within the occupied Palestinian territories with professional project implementation services.

JMOC is currently engaged in the delivery of several Infrastructure projects in support of the Palestinian Authority and the people of the occupied Palestinian territories.

UNOPS is looking for a highly experienced and professional Deputy Project Manager (DPM). The DPM will report directly to the UNOPS Infrastructure Project Manager. The DPM will work along side the Project Manager with the aim of eventually taking on full project management responsibilities in the future. The DPM will liaise regularly with senior officials in the Palestinian Authority and assist with a broad range of infrastructure project management services.

2. Duties and Responsibilities (purpose and scope of assignment)

The DPM is responsible for executing, overseeing and assisting the Project Manager with all construction and project management tasks required to ensure timely, cost effective, safe and quality delivery of projects. The projects will be in the order of US\$1 million to US\$20 million requiring the coordination of multiple consultants, contractors and stakeholders. The DPM will be required to assist the Project Manager with all aspects of project management related to large scale construction projects including.

- Monitoring and managing project engineering
- Monitoring and managing project budgets and financials
- Monitoring and managing project procurement process

More specifically this includes

- Coaching, mentoring, supporting and empowering senior and junior project staff
- Representing UNOPS at meetings with senior officials of the Palestinian Authority
- Representing UNOPS at meetings with the client
- Translating written/spoken Arabic, English
- Ensuring works are carried out in accordance with contracts, specifications, drawings

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- Problem solving in a timely manner
- Coordinating the design process and design consultants
- Preparing monthly project reports
- Overseeing technical aspects of contracts and provide guidance to contractors where required.
- Maintaining the following project documentation
 - i. Payment register
 - ii. Variation register
 - iii. Site safety inspection register
 - iv. OH & S plan
 - v. Project quality plan
 - vi. Project risk register
 - vii. Site diary
 - viii. Instruction to contractor register
 - ix. Drawing register
 - x. Visitor register
 - xi. Sample approval register
 - xii. Concrete test register
 - xiii. Progress photos
- Planning and preparation of documentation for future phases of the project as directed by the Infrastructure Project Manager. Including activities such as
 - i. Estimations
 - ii. Producing Bill of Quantities/Specs/Drawings
- Acting as Project Manager's representative on project site in absence of Project Manager.
- Ensuring Project Manager is fully informed of all project activities and issues
- Developing and monitoring quality control systems.
- Providing technical support to other infrastructure projects
- Preparing and reviewing project budgets
- Making budget adjustments
- Reviewing monthly project delivery reports
- Reviewing monthly project expenditure reports
- Preparing project cash flow forecasts
- Preparing and review procurement documentation
- Reviewing bid analyses
- Preparing and reviewing contract documentation
- Preparing and reviewing payment and variation requests
- Acting as the Project Manager when he is out of country.
- Carrying out other tasks as assigned by the Infrastructure Project Manager

3. Monitoring and Progress Controls

- Maintenance of quality detailed daily project diary
- Active participation in weekly Deputy Project Manager/Project Manager catch-up meeting
- Active participation in weekly project staff meeting
- Maintaining, accurate, quality and complete documentation as identified in responsibilities above
- Active coaching and mentoring junior project staff

4. Final Product

- An essential component to the delivery of the Jericho Training College on time, on budget and of high quality.

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- Demonstrated capacity to take on full project management responsibilities for entire projects.

5. Academic Qualifications/Experience/Language

Education.

- A minimum of a Bachelor Degree in Engineering (preferably civil or structural) or Construction Management from a reputable University.
- Preferably master degree in engineering or project management related field
- Preference will also be given for industry qualifications such as Prince 2 and PMP

Work Experience.

- At least 15 years construction and engineering experience for medium to large scale building construction projects in the oPt.

Languages.

- Fluency in written and spoken English and Arabic is essential. Hebrew also an asset

Other considerations.

- Knowledge of UN policies, procedures and operations would be an asset.
- Ability to travel between Jerusalem and the West Bank essential.
- Current drivers license essential.
- Knowledge of oPt engineering and construction market place, including main stakeholders.
- Experience in managing infrastructure projects outside the oPt.

General competencies:

- Professionalism
- Integrity
- Enthusiasm
- Commitment
- Planning and Organizing
- Communication
- Judgment and Decision Making
- High proficiency with computers in particular MS Word, MS Excel, MS Outlook, Autocad and the Internet
- High organizational skills
- Able to work efficiently with minimal direction

Managerial Competencies:

- Demonstrate an ability to represent UNOPS professionally in liaison with officials of the Palestinian National Authority.
- Demonstrates ability to assist with planning, coordinating, communicating and managing works to a tight schedule.
- Demonstrated ability to assist with the production and management of all project documentation to a professional and accurate standard.
- Demonstrated ability to assist with motivating contractors to deliver as per contractual arrangements.
- Demonstrated understanding of the risk factors associated with project delivery and an ability to mitigate against these.
- Ability to delegate, empower, support and inspire other members of the team
- Qualified female candidates are strongly encouraged to apply.

For more information on UNOPS, including its core values and competencies, please visit the UNOPS website at www.unops.org.



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To Apply:

Interested candidates should apply by accessing <http://jobs.undp.ps> and completing the on-line application.

Deadline: 28 March 2008

“UNOPS is an equal opportunity employer: applications from men and women will be considered equally”