

Posting Title : Project Manager, School Construction (Office of the Director), G
Job Code Title : Project Manager
Department/ Office : UNRWA - other
Location : BEIRUT
Posting Period : 18 February 2021-3 March 2021
Job Opening number : 21-HRE-UNRWA - other-150127-R-BEIRUT (R)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org .Setting And Reporting

Under the direct supervision of Deputy Director UNRWA Affairs Lebanon or their designate, and in accordance with established Agency Policy and Procedures.

Responsibilities

The "Sustainability in Education and Environmental Health for Palestine Refugees in Lebanon" project, funded by Agence Francaise de Developpement (AFD), is a 21 Million Euro, three-year project which works across three departments/units within the Lebanon Field. The project will undertake the construction of two schools complexes, comprised of two schools (Elementary and Preparatory) in Nahr el-Bared Camp (NBC), and another two schools (Preparatory and Secondary) in the UNRWA's Beirut office compound. The project also includes water infrastructure projects along 5 water-focused areas: Water Sources, Water Supply Networks, Water Quality, Wastewater & Roads and Storm Water & Roads.

The "Reinforcing the Quality and the Sustainability of Education for Palestine Refugees in Lebanon" project, funded by the US and French Governments, is a \$3.5 million, two-year project which works across two departments/units within the Lebanon Field. The project focuses on the construction on one UNRWA school in Saida that will serve as a pilot school for UNRWA's Trilingual (Arabic-French-English) education model. A second building will be accommodating pre-schooling classrooms and ensuring the highest standards of early child-hood development (another pilot within UNRWA, since the Agency does not offer kindergarten education and will not do as a core service).

In particular the incumbent:

Plans, directs and coordinates activities a sizable portfolio of projects ensuring that goals and objectives are accomplished within a prescribed time frame, funding parameters, project aims

and components and UNRWA rules and standards. Provides technical and managerial oversight, problem solves and coordinates activities with stake holders to ensure continuity of operations and efficient performance of project personnel.

Provides overall supervision to the project teams, including planning, management and oversight of implementation, quality assurance, participation in recruitment and development, as and where applicable, and management of contractors to make sure that standards, performance, costs, time schedules and safety are maintained;

Reviews, controls, keeps and makes sure of validity and correctness of all projects documentation with regard to time schedule, budget and organization; develops the Project Implementation Plan and updates it regularly ensuring that UNRWA rules and regulations on technical matters as related to the project are applied; responsible for scope management and change control;

For schools construction, responsible for supervision of the site engineer who oversees the execution of contract administration including certifying schedules for labor and equipment; participation (along with site engineer) in site meetings; ensuring identification and preparation of draft variation orders by the site engineer; analysis and recommendations on construction claims and making sure that the contractor meets contractual requirements of safety, environment and health, insurance and security deposits/guarantees;

For water infrastructure rehabilitation, responsible for the supervision of the WASH project manager who will be responsible for technical management and quality assurance of the day to day works;

Is responsible for the entire project cycle management of all project components (school construction and rehabilitation of water infrastructure) including internal and external coordination, advocacy, information management, operational and financial oversight, scope management and change control;

Coordinates all components of the project with the UNRWA project team and field programme support office, community, concerned Lebanese authorities, UNRWA head office, etc. in order to ensure all components of the project are completed in accordance with the agreement, project targets and UNRWA planning and procedures, prepares and implements the communication plan. Ensure that all project operations are in compliance with the condition of financing agreement;

Liases with UN agencies, beneficiaries, NGOs, the Palestinian factions and committees, donor and governmental bodies to ensure full coordination, support and accountability requirements for the implantation of the project activities;

Support of the management of tendering, contract preparation and contract management, preparation of detailed analysis of submitted bids, together with control of the budget of all project components, making analysis and recommendations related to construction claims, ensuring contractors meet safety, environment and health requirements;

Prepares technical, financial, progress and any such related reports and information as may be

required by the Agency and the donor. Particularly detailed time schedules, cost and financing schedules, financial forecast, etc;

Coordinates closely with other departments related to the projects: education, relief, legal, logistics, donor relations, area officers and procurement. Ensures community participation in the progress and design of the project component;

Controls and maintain projects expenditure in coordination with finance department ensuring commitment to donor's requirements;

Prepares timely reports on project progress for all activities, highlights achievements, as well as good practices, evaluation and lessons learned, all in compliance with donor's requirements. Contributes to the agreed monthly and semi-annual progress reports. Reports will show ongoing progress and results on agreed upon targets and expenditures over time. Provides relevant inputs into Quarterly Management Review meetings;

Develops and maintains effective relations with internal and external project stakeholders and with local camps' community for the advancement of the project; prepares and implements communication and visibility plans in coordination with the communication coordinator;

Prepares and implements risk management plans;

Reviews self- help components of the project in close coordination with the community and establishes innovative ideas to involve the community more in the implementation of the project;

Ensures ILO/World Bank Environmental Social Health and Safety standards are implemented and maintained during implementation;

Advise and coordinates tasks to project staff in addition to providing evaluation;

Competencies

Ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;

High levels of political awareness; high level of skill in negotiation and problem-solving in a crisis/emergency setting;

Demonstrated competence in all aspects of project planning and management, including application of all aspects of results-based management/project cycle management;

Ability to develop clear goals, independently plan and prioritize own work, work well under tight deadlines and handle multiple concurrent projects/activities;

Positive attitude and strong analytical, interpersonal and communication skills;

Proven ability to exercise initiative and resourcefulness necessary for prioritizing multiple clusters/components.

Education

Post-Graduate (Master's) university degree in business or public administration, international

development, civil engineering or other related field of study.

Work Experience

Minimum seven years of professional experience at national and/or international levels in project management of complex or multi-sectorial projects across programmatic areas. Additional desirable qualifications include experience in microfinance, self-help, infrastructure, engineering or related projects or activities. Experience with labor-intensive projects desirable.

Languages

Fluency in English and Arabic is required.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

Type of contract and duration: Limited Duration Contract (LDC) Band G for 12 months, with the possibility of further extension, subject to availability of funds, satisfactory performance and continuing need.

UNRWA is committed to achieving gender parity at all levels of staffing under the current UN-wide gender agenda and strongly encourages applications from qualified applicants from under-represented groups (based on, for example, gender, disabilities).

UNRWA, the largest United Nations operation in the Middle East with over 30,000 staff working across five areas of operation, is looking for highly committed professionals wishing to make a change. UNRWA's strategic objectives:

The mission of UNRWA is to help Palestine refugees achieve their full potential in human development under the difficult circumstances in which they live. In line with this mission, the Agency works towards five strategic outcomes:

- (a) Palestine refugee rights under international law are protected and promoted;
- (b) Palestine refugee health is protect and disease burden is reduced;
- (c) school – age children complete quality, equitable and inclusive basic education;
- (d) Palestine refugee capabilities are strengthened for increased livelihood opportunities; and
- (e) Palestine refugees are able to meet their basic human needs of food, shelter and environmental health.

UNRWA is funded almost entirely by voluntary contributions from UN member states, regional bodies, business foundations and individual contributions.

Equivalency: Candidates with an equivalent combination of relevant academic qualifications, professional training and progressive work experience may also be considered.

N.B: Work experience alone or formal qualifications with no relevant work experience are not considered an acceptable combination.

Desirable qualification: N/A

Conditions of service: Monthly basic salary USD 2,088.20 + SPLA USD 167
Other benefits include monthly Provident Fund contribution (15.2% of basic salary paid by the Agency), compulsory medical insurance, 30 days of annual leave, and dependency allowance (if applicable).

Additional information: N/A

General Information: This vacancy notice is open to internal and external candidates. Only candidates residing in Lebanon with authorization to work in that duty station at the time of application are eligible to apply. The Agency will not assume responsibility to support or facilitate the issuance of work permit in the duty station, and without a valid work permit, the appointment may be rescinded. During and after the completion of the recruitment process, candidate's request for review of decisions must be submitted within 48 hours from the formal notification by UNRWA. Requests received after that will not be considered. UNRWA is a United Nations agency whose staff are therefore expected to uphold the highest standards of integrity, neutrality and impartiality. This includes respect for and commitment to human rights, diversity, and non-violent means of dealing with all kinds of conflict. UNRWA staff are expected to uphold these values at all times, both at work and outside. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs. The Agency will disqualify applicants who have separated for reason of misconduct, who left a UN Agency while misconduct processes were pending, or who appear on the UN Sanctions List. UNRWA is a non-smoking work environment. The Agency reserves the right not to make an appointment, to make an appointment at a lower grade, or to make an appointment with a modified job description.

Please find below the link to a video that guides applicants on how to apply to Job Openings that approach you for guidance:

<https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdrive.google.com%2Ffile%2Fd%2F1MH-IYA6Y8kxA1fgao5qyTV8VwNajgx4u%2Fview%3Fusp%3Dsharing&data=04%7C01%7CW.ELSHOULI%40UNRWA.ORG%7C0c0eb9f096ed4998d8d208d8d234ed77%7C262f6a4120e941408d3efdf5eecb4157%7C0%7C0%7C637490472207822006%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ikl1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Yco0dfIsFY0r%2BNMojpZhkzdXOilTSUpH85eFYDwhKtk%3D&reserved=0>

United Nations Considerations

Staff members are subject to the authority of the Commissioner-General of UNRWA and to assignment by him or her.

UNRWA is committed to achieving gender parity at all levels of staffing under the current UN-wide gender agenda and strongly encourages applications from qualified applicants from under-represented groups.

At UNRWA, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due

regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. UNRWA is committed to creating a diverse and inclusive environment of mutual respect. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

UNRWA Considerations

UNRWA staff are expected to uphold the highest standards of efficiency, competence, neutrality, impartiality and integrity. This includes respect for and commitment to human rights, diversity and non-violent means of dealing with all kinds of conflict. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs. Candidates will not be considered for employment with UNRWA if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. Candidates who have committed crimes other than minor traffic offences may not be considered for employment. The Agency may disqualify applicants who have separated for reason of misconduct, who left a UN Agency while misconduct processes were pending, or who appear on the UN Sanctions List.

UNRWA is a non-smoking work environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.