



Portfolio Associate

Job categories	Administration, Project Management, Programme Management
Vacancy code	VA/2020/B5011/20640
Department/office	NYSC, SDC, UN Technology Support Services
Duty station	Copenhagen, Denmark
Contract type	Local ICA Support
Contract level	LICA-6
Duration	Open-ended subject to organizational requirements, availability of funds and/or to satisfactory performance
Application period	30-Oct-2020 to 15-Nov-2020

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

Background Information - Job-specific

This is a position in UNOPS for supporting project(s) under the UN Technology Support Services (UNTSS) portfolio. The Portfolio Associate is responsible for providing effective and efficient support in the areas of administration, project management, travel, and procurement to UNTSS's clients and projects. Overall, s/he will be expected to ensure that the project operations function in line with UNOPS rules and regulations, and its projects are delivered in accordance with their scope, quality requirements, timelines and budgets. The incumbent will report to the UNTSS Project Manager.

The incumbent of this position will be a UNOPS personnel and is under its full responsibility.

Functional Responsibilities

The Portfolio Associate will undertake the following responsibilities:

Project Management/Administration:

- Ensure that implemented activities are aligned with approved project agreements in terms of technical scope, engagement of resources, budget expenditure and agreed timeframe;
- Input and update of accurate data and information to facilitate effective delivery of the operations;
- Provide inputs to the Project's work, financial, recruitment and procurement plans as required;
- Contribute to development of Project's reports and analysis related to project activities;
- Establish and maintain project documents/files for easy retrieval of archive related to Project's activities;
- Contribute to identification, capturing, and assessment of risks/issues and implement mitigation measures in accordance with the Risk Management Strategy;
- Contribute to identification, capturing, and sharing of the Project's lessons learned and best practices;
- Draft reports as envisaged by the Project Document/legal agreement, while in particular considering progress against the Key Performance Indicators;
- Contribute to efficient and effective use of Project and UNOPS tools for monitoring of the Project's performance, outputs and benefits;
- Assist with administration and regular monitoring of all budgetary, financial, procurement and routine aspects of project delivery;

Finance:

- Prepare and handle submission process of budget creation and revision in required formats and in compliance with UNOPS requirements for internal approval, monitoring of funds availability; run budget reports including transactions details and exceptions; Monitor expenditures, verification for accuracy of expenditure requests (COPs, invoices, TECs), completeness of documentation submitted;
- Monitoring of payments and follow up when problems arise; Review of Request for Payments and supporting documentation for completeness, accuracy, compliance with UNOPS FRRs and correctness of account code charges;
- Help to review financial information with the concerned team, identify bottlenecks and corrective actions;
- Analysis of financial reports, investigation and preparation of adjustments as required;

- Create, import, review, correct and process journal entries in General Ledger. Review and run inquiries included in journal, ledgers, or accounting entries;
- Petty cash management including preparation, submission for approval, regular monitoring/reconciliation, and closure;
- Operational Advance management including preparation, submission for approval and closure;

Travel/Procurement/Grants/HR:

- Provide support with event logistics/coordination related to conferences, workshops and retreats. This will include collecting information for the planning phase and execution of related tasks for all events;
- Help analyze administration, travel, procurement and policies, assess the impact of changes and help management with their implementation. Continuous research of the matters related to service provision and partner requirements;
- Support timely preparation and submission of periodic inventory reports; coordination of physical verification of inventory items;
- Support in the management of project assets, making sure they are properly recorded in oneUNOPS as well as disposed in accordance with UNOPS procedures upon project closure;
- Provide guidance on administrative, financial and logistical activities of the projects;
- Assist in communication with colleagues on areas requiring verification, correction, additional information to improve quality of output and /or account submission and increase knowledge base in the process;
- Help ensure that requests from projects to engage with grantees and implementing partners are initiated and processed in a timely and high-quality manner;
- Act as the focal point for drafting and facilitating conduct of calls for proposals, grant awards and relevant contracts, facilitating creation of the respective arrangements between UNOPS and its partners, and management of respective contracts to ensure delivery as per project agreements;
- Support administration of calls for proposals in line with UNOPS policies and procedures, collection of proposals, review of proposals through a selection committee, preparation and finalization of evaluation reports, as relevant and required;
- Help projects liaise with implementing partners to monitor performance of grants, highlight issues and risks involving grantees, and ensure timely delivery;
- Facilitate creation of grant agreements, and disbursements of funds, in a timely manner, and in accordance with project requirements;
- Manage day to day administration of the grant management activities, track reports, process grantee registrations, and payments, as required;

- Carry out activities related to procurement for various thresholds;
- With guidance from the support services team and the Project Manager, contribute to development of documentation needed for procurements, travel, and engagement of consultants
- Identify potential service providers for standard supplies, maintenance, furniture etc. and maintain good relationships with existing ones;
- Support when required in travel activities and related processes including Travel Authorizations, Visas, Travel Expense Claims etc;
- Draft procurement awards, contracts, grant support agreements;
- Maintain contracts and grants tracking plan to review contractor invoices and supporting documentation and ensure that services provided and claims are in conformity with the terms of the contract;
- Register supplier details in the system and approval follow-ups;
- Enter Certificate of Payments for retainers/lump sum contractors and validate monthly payrolls
- Liaise and resolve with relevant parties any payroll related issues.
- Support creation and maintenance of HR contract tracker
- Perform backstopping role during the absence of Project Manager, under the overall supervision of a UNTSS Project Manager and/or UNTSS Senior Portfolio Manager;
- Perform other duties as may be reasonably required and in line with the incumbent's scope of services above.

Monitoring and Progress Controls

The effective and successful achievement of results by the Portfolio Associate directly affects the overall efficiency of the individual team's provision of support services, impacting the office's capacity to efficiently and effectively service the operational needs of the portfolio. Timely and accountable delivery of services, ensures client satisfaction and promotes the image and credibility of the team and office as an effective service provider in project services and management. This enhances UNOPS' competitive position as a partner of choice in sustainable development and project services in the country/region served.

Education/Experience/Language requirements

***FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY**

***CANDIDATES WITH NO UNITED NATIONS OR UNOPS EXPERIENCE ARE STRONGLY ENCOURAGED TO APPLY.**

a. Education

- Completion of secondary education (High School diploma) with a minimum of six (6) years of relevant experience is required;
- First level university degree (Bachelor's degree or equivalent with a minimum of two (2) years of experience is desirable.
- Advanced university degree (Master's Degree or equivalent) is desirable.

b. Work Experience

- A minimum of six years of relevant experience in one or more of the following areas: operations, project management, programme management, administration is required
- Proficiency in MS Excel and Word or G-sheets and G-Docs is required.

Language

- Fluency in oral and written English is required.

Competencies



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.

Contract type, level and duration

Contract type: Individual Contractor Agreement (ICA)

Contract level: Local Individual Contractor Agreement (L-ICA 6)

Contract duration: Open-ended (renewable subject to funds availability 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>)

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 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 4,000 UNOPS personnel and approximately 7,000 personnel recruited on behalf of UNOPS partners spread across 80 countries, our workforce represents a wide range of nationalities and cultures. We promote a balanced, diverse workforce — a strength that helps us better understand and address our partners' needs, and continually strive to improve our gender balance through initiatives and policies that encourage recruitment of qualified female candidates.

Work life harmonization

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

Background Information - Sustainable Development Cluster

Based in New York, the Sustainable Development Cluster (SDC) supports diverse partners with their peacebuilding, humanitarian and development operations.

The SDC's services include grants management, development and special initiatives support, and technology support to the UN and UN agencies.

The SDC is part of the New York Service Cluster that supports the United Nations Secretariat, as well as a broadening community of other New York-based United Nations organizations, bilateral and multilateral partners in the delivery of UNOPS mandate in project management, infrastructure management, and procurement management.

SDC supports diverse partners with their peacebuilding, humanitarian and development operations. It was formed by combining the following portfolios: Grants Management Services (GMS), UN Technology Support Services (UNTSS), Development and Special Initiatives Portfolio (DSIP). It provides Services to partners' programmes that are designed, structured, and managed with a global perspective and primarily serving partners that are headquartered in New York. The SDC has a footprint of approximately 125 countries.

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

- "While the JPO programme was a learning experience for me, I was also able to share my own knowledge and skills with those I supervised later on."

Pierre Jullien

Director And Representative, Côte D'ivoire Operations Centre

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