

Fund Management Advisor- Retainer (Multiple Positions), Multiple positions

Job categories	Programme Management
Vacancy code	VA/2024/B5506/27759
Level	ICS-11
Department/office	AR, MMCO, Myanmar
Duty station	Home based
Contract type	International ICA
Contract level	IICA-3
Duration	1 year with the possibility for extension (Total not more than 200 working days per year)
Application period	27-Mar-2024 to 08-May-2024

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

Please note that UNOPS will at no stage of the recruitment process request candidates to make payments of any kind.

▼ Background Information - Myanmar

Myanmar is one of UNOPS' leading offices in Asia, acting as fund manager for some of the largest development programmes in the country. In addition, UNOPS is Principal Recipient for the Global Fund in Myanmar and for the Global Fund's regional artemisinin-resistance initiative targeting drug resistant malaria in the greater Mekong sub-region. UNOPS also provides procurement, infrastructure and project management services to a wide range of organizations in the country, including international development partners, other UN agencies, NGOs and INGOs. UNOPS plays a critical role in ensuring that the quality of services provided to its partners meets stringent requirements of speed, efficiency and cost effectiveness.

APPLICATION TIPS

How to send a good application:

- [English](https://content.unops.org/HR-Documents/How-to-send-a-good-application_EN.pdf)
(https://content.unops.org/HR-Documents/How-to-send-a-good-application_EN.pdf).
- [French](https://content.unops.org/HR-Documents/How-to-send-a-good-application_FR.pdf)
(https://content.unops.org/HR-Documents/How-to-send-a-good-application_FR.pdf).
- [Spanish](https://content.unops.org/HR-Documents/How-to-send-a-good-application_ES.pdf)
(https://content.unops.org/HR-Documents/How-to-send-a-good-application_ES.pdf).

TOGETHER, WE BUILD THE FUTURE

UNOPS – an operational arm of the United Nations – supports the achievement of the Sustainable Development Goals (SDGs) by successfully implementing 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.



▼ **Background Information - Job-specific**

Fund Management has become a recognized strength of UNOPS Myanmar and a new potential business model for other country offices in the region and beyond. UNOPS Myanmar is the designated Asia Centre for Fund Management (CFM), which aims to assist UNOPS offices globally to expand and manage pooled funds.

▼ **Functional Responsibilities**

Under the direct supervision of Head of Programme Management Office/CFM, the Fund Management Advisor will be responsible to advise and support UNOPS Programmes on a need basis, and as defined in the task notes, covering but not limited to negotiate, design, advise, start up or turn-around single and multi-donor pooled funds. Support needed will mostly be for programmes in Asia but may also include assignments from other UNOPS regions. Such assignments may be home-based or require travel to specific country offices.

The Fund Management Advisor will have a thorough understanding of the terms, conditions, and the respective roles and responsibilities of the partners/stakeholders to ensure the programmes managed by UNOPS are capable of meeting the business cases of both UNOPS and its donors.

The Fund Management Advisor will broadly carry out the following tasks, in accordance with UNOPS policies, procedures and practices based on needs expressed by country offices.

Fund/Programme design

- Participate in donor negotiations for designing new funds/programmes when requested by country offices
- Draft concept notes/project proposals/budgets for designing financing mechanisms
- Draft programme/fund related documentation such as operational guidelines, governance architecture, safeguards policies and strategy
- Support offices in designing fund's organogram and terms of reference
- Provide surge capacity to new funds during start up in leadership or support roles when needed

We are proud of our people. The UNOPS family brings together approximately 160 nationalities, represented by over 5,000 UNOPS personnel as well as some 7,800 personnel recruited on behalf on our partners. Spread across 80 countries, our workforce is rich in diversity and culture – with inclusion at its core.

We understand the importance of balancing professional and personal demands and offer several flexible working options.

Explore what we offer [here](http://.../Pages/About/WhatWeOffer.aspx) (.../Pages/About/WhatWeOffer.aspx).

Fund Management/Programme Management

- Provide diagnostic assessment of ongoing funds and provide advice on turnaround, especially with regards to strategy, governance, grants model, risk management etc.
- Provide on-going assurance/peer review on active funds to country office or regional office
- Propose strategies to attract further funding for ongoing funds
- Any other related tasks on programme management cycle as needed

Knowledge Management:

- Understand and manage UNOPS pricing policy and related corporate charges as they apply to the Fund
- Contribute to CFM's publications and knowledge management initiatives by documenting best practices
- Actively interact with other stakeholder to share case studies, lessons learned and best practice on UNOPS Communities

The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.



Impact of Results

The effective and successful achievement of results by the Fund Management Advisor impacts on the strategic management and performance of the programmes managed by UNOPS, demonstrating UNOPS as an effective service provider in project services and management and consequently strengthens the credibility of the organization.

▼ Education/Experience/Language requirements

Education

- Masters' Degree preferably in Business Administration, Public Administration, Law, International Relations, Political / Security / Development Studies, or related relevant discipline is required

Chat with us   Bachelor's Degree in combination with 2 additional years of relevant professional experience may be accepted in lieu of the advanced university degree.

- PM Certification such as MSP® foundation or P3M3 assessment is an advantage.

Experience

- A minimum of 7 years of progressively responsible programme implementation/fund management experience is required.
- Experience of managing government and donor relations while working for an international organization or related experience is required.
- Within the required 7 years of experience, a minimum of 3 years' experience in design or management or turnaround of single or multi-donor fund is required.
- Experience in strategic and development planning and implementation in governance, institutional capacity building, stakeholder and partners management experience will be considered as asset
- Strong interpersonal skills in a multicultural environment, including communication skills and the ability to work independently, as well as in a team setting will be an asset
- Knowledge of grants and blended finance is an asset
- Prior related experience in the UN system is an asset
- Prior knowledge of mobilizing climate/green financing is an asset

Language

- Fluency in English is required.
- Fluency in Arabic or French or Spanish is an asset.

▼ Contract type, level and duration

Contract type: International/Local Individual Contractor Agreement
_Retainer

Contract level: ICS11, (IICA 11 or LICA11)

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>

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▼ 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.

▼ Additional Information

- Please note that UNOPS does not accept unsolicited resumes.
- Applications received after the closing date will not be considered.
- Please note that only shortlisted candidates will be contacted and advance to the next stage of the selection process, which involves various assessments.
- UNOPS embraces diversity and is committed to equal employment opportunity. Our workforce consists of many diverse nationalities, cultures, languages, races, gender identities, sexual orientations, and abilities. UNOPS seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce.
- Qualified women and candidates from groups which are underrepresented in the UNOPS workforce are encouraged to apply. These include in particular candidates from racialized and/or indigenous groups, members of minority gender identities and sexual orientations, and people with disabilities.
- We would like to ensure all candidates perform at their best during the assessment process. If you are shortlisted and require additional assistance to complete any assessment, including reasonable accommodation, please inform our human resources team when you receive an invitation.

- 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 (they take around 4 hours to complete) in your own time, before providing services to UNOPS. For more information on a retainer contract [here](https://docs.google.com/document/d/e/2PACX-1vSqV5mniKgsaofF5FSN9Md5aD5uSAZjKyJAIRDjk7p-TuINKbvW0lyMnTgJI9yn5Jt5zNhWAosKEG9D/pub) (<https://docs.google.com/document/d/e/2PACX-1vSqV5mniKgsaofF5FSN9Md5aD5uSAZjKyJAIRDjk7p-TuINKbvW0lyMnTgJI9yn5Jt5zNhWAosKEG9D/pub>).
- All UNOPS personnel are responsible for performing their duties in accordance with the UN Charter and UNOPS Policies and Instructions, as well as other relevant accountability frameworks. In addition, all personnel must demonstrate an understanding of the Sustainable Development Goals (SDGs) in a manner consistent with UN core values and the UN Common Agenda.
- It is the policy of UNOPS to conduct background checks on all potential personnel. Recruitment in UNOPS is contingent on the results of such checks.

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(<https://www.unops.org/welcome>)

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