

Programme Management Associate

Job categories Programme Management

Vacancy code VA/2024/B5506/27977

Department/office AR, MMCO, Myanmar

Duty station Naypyitaw, Myanmar

Contract type Local ICA Support

Contract level LICA-6

Duration

Open-ended, subject to organizational requirements, availability of funds and satisfactory performance

Application period 29-Apr-2024 to 13-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.

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)

▼ Background information - Asia Regional Health Cluster

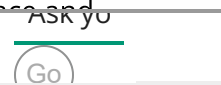
The Asia Regional Health Cluster (ARHC) was established in 2018 for efficient delivery of Global Fund grants implementation, technical assistance of health initiatives and programmes, and the provision of quality pharmaceuticals and health products in the Asia Region of UNOPS. The ARHC aims to significantly impact the targets of UN Sustainable Development Goal 3 on good health and well-being, by expanding the population benefitting from UNOPS-managed health-related engagements across the Asia Region.

The ARHC portfolio manages the Principal Recipient (PR) Programme of the Global Fund to fight AIDS, Tuberculosis and Malaria (Global Fund) in Asia, currently with grants in Cambodia, Lao, Myanmar, Thailand and Vietnam. UNOPS as a PR, is responsible for delivering the targets set out in the grant agreements in collaboration with selected sub-recipients from the National Programmes, local and international non-governmental organizations (NGOs), academic and private sector institutions and UN agencies.

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**

UNOPS Myanmar has been the nominated PR for the Global Fund grants since 2011. Grants have been earmarked for Myanmar TB, HIV and Malaria Programmes. UNOPS Myanmar is responsible for managing the PR operations in an accountable and transparent manner. UNOPS is the Principal Recipient managing the NFM3/RAI3E grant (2021-2023) established by the Global Fund. Under the overall supervision of the PR Head of Programme and the direct supervision of the Program Manager, Programme Management Associate shall be responsible for assisting in the program management and will be assigned coordination between PR UNOPS and Sub Recipients.

▼ **Functional Responsibilities**

Under the direct supervision of Program Manager in accordance with UNOPS policies, procedures and practices, the incumbent will be responsible for performing the following duties;

Programme Operations Support

- Supports the day-to-day operations of the programme team and effective management and implementation.
- Ensure the activities are in line with the UNOPS and Global Fund protocols and standards
- Provide administrative support in all aspects of project implementation such as preparing operational advance for program activities, organizing meetings/workshops as necessary, preparing cash forecast, initiating Purchase Order (PO) in the UNOPS ERP system (oneUNOPS), preparing disbursement request for partner organizations in the oneUNOPS
- Contributes to the liaison and coordination with relevant stakeholders for protocol and logistics matters related to the programme events, duties, entitlements or any other ad hoc request.




Support to Programme Implementation Monitoring and Reporting

- Provide support to the programme team in development of detailed work plans in accordance with the approved budget.

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](#) ([../../../../Pages/About/WhatWeOffer.aspx](#)).

- Chat with us:   
- Assist the Program Manager and Programme Management Senior Officer in reviewing and drafting the project reports and progress updates and disbursement requests (PUDR) by combining the submitted reports from sub-recipients, analyzing the variance explanation against the planned activities/budget;
 - Assists in day-to-day project activities by coordinating in work plan changes, budget changes, collecting and assembling data and reporting activities achievements of the project;
 - Contribute to routine monitoring of project progress, activity results, and implementation costs against planning to ensure that actions supported by the PR are implemented effectively and efficiently as well as adjusted to reflect changes in the national programme, work plans and budgets.
 - Act as the focal person to archive all the necessary records, hard and soft, related to the projects or any of the other three diseases that can easily be retrieved on request.
 - Assist the Program Manager and Programme Management Senior Officer in monitoring the expenditures of sub-recipients, by reviewing the planned activities against the activity done reports/expenditure reports and verify the accuracy and completeness cash request documents submitted by SRs.
 - Inform supervisor of budget status, process for action, inform client and actively follow up to completion.
 - Interact with colleagues, clients, partners and in the PR to exchange vital information on operational issues related to National Programme and Sub Recipients (SRs) and seek cooperation to resolve routine operational issues and process problems and refer complex issues to supervisor with recommendation of course of action.
 - Organize and facilitate the regular coordination meetings/review meetings between SRs and PR UNOPS.
 - Develop the annual work plan with detailed budget assumption, support in National programme's quarterly work plan development and timely implementation.

▼ Education/Experience/Language requirements

Education

- Secondary education is required. University degree preferably in a health related field will be considered a strong asset and may substitute for some of the required years of experience.

- Six years of relevant experience in health programme preferably in program management or Monitoring and Evaluation function is required.
- Experience in HIV, TB or Malaria projects is preferable.
- Knowledge of UN rules and regulations, government directory, NGOs, UN agencies, embassies would be an asset.

Language

- Intermediate level in English and fluency in Myanmar language 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: ICA

Contract level: LICA6, ICS6

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>

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This position is open for Myanmar Nationals Only.

▼ **Additional Information**

- Please note that UNOPS does not accept unsolicited resumes.
- Applications received after the closing date will not be considered.

Chat with us

- 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.

Terms and Conditions

- 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>)

UNOPS supports the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world.

For more information, please visit: www.unops.org (<http://www.unops.org>)

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