

Programme Management Specialist (Malaria)

Job categories Programme Management

Vacancy code VA/2024/B5518/27910

Department/office

AR, ARHC, Regional Health Cluster

Duty station Yangon, Myanmar

Contract type Local ICA Specialist

Contract level LICA Specialist-10

Duration

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

Application period 19-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.

▼ Background Information - Job-specific

The Asia Regional Health Cluster (ARHC) was established in 2018 for efficient delivery of grants and fund management, and the provision of quality pharmaceuticals and health products. 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. The Global Fund, which has been providing financial support to the Greater Mekong Sub-region for malaria programs since 2003, has selected UNOPS as a PR, 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

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)
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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.



organisations (NGOs) and UN agencies.
UNOPS is the Principal Recipient of the Global Fund Grants in Myanmar (HIV and TB) and the Regional malaria Artemisinin Initiative (RAI) Grant in the Greater Mekong Sub-region.

▼ Functional Responsibilities

Under the direct supervision of the Senior Programme Manager for Myanmar, the Programme Management Specialist shall be responsible for management of the Global Fund financed grants/activities including the management of Sub-recipients.

Summary of Key Functions:

1) Programme Management

- Lead the implementation and coordination of GFATM grants in Myanmar.
- Provide guidance for and reviewing work plans, training plans and reports submitted by the fund's beneficiaries and ensuring that they are sound and in line with the national programme and the funding policy and strategies and reflect gender issues as appropriate.
- In coordination with relevant PR units, assist SRs in implementing GF projects and in developing their capacity as required.
- Assist in Progress Update – Disbursement Request and cash forecast exercise of PR. Assist in routine monitoring of project progress, activity, results and implementation cost against planning to ensure the actions supported by the fund are implemented effectively and efficiently and adjusted as needed to reflect changes in the national programme as agreeable to the fund board.
- Coordinate and work together with PSM team in the drugs/commodities forecasting and quantification.
- Support in the grant making and reprogramming exercises of the project.
- Review and analyze routinely on the performance of the SRs and propose relevant interventions as necessary, including catch up plan/adjustment actions to ensure compliance with the fund's policy and strategies.
- Attend all relevant technical meetings and maintaining excellent contact with all stakeholders, whether in Yangon or in the field and a detailed knowledge of all relevant issues impacting public health.
- Promote information sharing in all aspects related to the Global Fund grants in Myanmar.
- Ensure GFATM protocols and standards are adhered to by UNOPS Partner agencies and SRs.
- Coordinate and manage training activities for SRs as needed.
- Liaise with the concerned National authorities, WHO & Other UN Agencies to present and discuss strategies and issues

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](#)).

Perform other relevant duties as may be assigned by the supervisor.

2) Monitoring and Progress Controls

- Conduct needs assessment and participate in surveys and research related to program activities.
- Prepare quality technical reports and submit them in as per the Global Fund Reporting Timeline.
- Explore opportunities for improvement to, and/or expansion of existing initiatives, and/or other initiatives in program implementation.
- Ensure high quality, accessible information about the thematic programme is available for internal and external audiences (including current donors, UNOPS managing and participating member organizations, and potential donors).
- Provide relevant technical inputs to programme and M&E team on programmatic related issues.
- Work closely with the M&E Specialist to track and assess the impact and progress on the performance of SRs.

3) Personnel Management

- Supervise and mentor the Malaria Program Team.
- Ensure that behavioral expectations of team members are established in accordance with the UNOPS corporate policies and standards.
- Ensure that performance reviews of team members are conducted fairly, accurately and timely as per UNOPS guidelines.
- Create, foster and act as role model for a culture of respect and zero tolerance for discrimination, abuse of authority, harassment.

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

Expected Results

- Good professional relationship with National Programme, SRs and other stakeholders;
- Good performance of the SRs under the Global fund grants managed by the PR and ensuring the implementation arrangements and interventions of SRs are in line with the National Strategic Plan and funding policies and strategies;
- Timely submission of quality progress reports.

▼ 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.

▼ Education/Experience/Language requirements

Education:

- An advance university degree in Medical & Health Sciences, Public Health, Epidemiology or other related field relevant to the above duties is required.
- A first level university degree with a relevant combination of academic qualifications, and two (2) additional years of experience relevant to the above duties and responsibilities may be accepted in lieu of an advanced university degree.

Experience:

- A minimum of five (5) years of relevant experience in the programme management, public health (Communicable diseases such as HIV, TB, Malaria), surveillance, program management is required.
- Excellent writing and analytical skills are required.
- Coordination with the key stakeholders is an advantage.
- Prior experience in health programme management, implementation with a focus on Malaria including surveillance systems is an asset.
- Prior experience and familiarity with the UN system and the Global Fund rules and regulations are considered as assets.
- Knowledge of Google Suites is an asset.

Language Requirements:

- Fluency in English and Myanmar is required.

▼ Contract type, level and duration

Contract type: Local Individual Contractor Agreement (LICA)

Contract level: LICA Specialist-10

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>

(<https://www.unops.org/english/Opportunities/job->

▼ 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.
- This position is stationed in Yangon, Myanmar, which is a non-family duty station.

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-TuINkVW0lyMnTgJI9yn5Jt5zNhwAOsKEG9D/pub) (<https://docs.google.com/document/d/e/2PACX-1vSqV5mniKgsaofF5FSN9Md5aD5uSAZjKyJAIRDjk7p-TuINkVW0lyMnTgJI9yn5Jt5zNhwAOsKEG9D/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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