

Programme Management Specialist (Retainer_PSEA and Cross Cutting Themes)

Job categories	Programme Management
Vacancy code	VA/2024/B5506/28007
Level	ICS-10
Department/office	AR, MMCO, Myanmar
Duty station	Home based
Contract type	International ICA
Contract level	IICA-2
Duration	1 year with the possibility for extension (Total not more than 200 working days per year)
Application period	23-Apr-2024 to 06-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

UNOPS Myanmar is one of UNOPS' leading offices in Asia, acting as fund manager for three of the largest development programmes in the country, namely the Access to Health Fund, the Livelihood and Food Security Fund (LIFT) and the Joint Peace Fund (JPF), and acting as the Principal Recipient for the Global Fund in Myanmar. UNOPS provides procurement, infrastructure, and project management services to a wide range of organisations 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

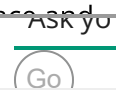
How to send a good application:

- [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.



The Programme Management Specialist (PSEA and Cross Cutting Themes) Retainer works in close collaboration with programme, M&E and partner colleagues to support the programme to deliver excellent results through exemplary grant and program management, reaches the most vulnerable populations, and works to overcome root causes of inequality, stigma and discrimination.

▼ **Functional Responsibilities**

This role will support the mainstreaming of the cross cutting thematic areas across all grants. The cross cutting themes are gender and social inclusion, disability inclusion and rehabilitation, accountability and responsiveness, conflict-sensitivity, emergency response and environmental safeguards, prevention of sexual exploitation and abuse (PSEA).

Mainstreaming of the Cross Cutting Themes

- Contextualize requirements of the Cross Cutting Themes to the specific context of the Programme, ensuring to balance requirements with context, challenges and capacity.
- Demonstrate specific technical capacity in at least two of the cross cutting themes, in particular disability inclusion and rehabilitation, accountability and responsiveness, and prevention of sexual exploitation and abuse
- Provide guidance and support to internal colleagues for mainstreaming of cross cutting themes, grant making, and development of localization work across the Programme
- In close networking with partners, local civil society organizations, disabled people's organizations, and relevant key stakeholders, ensure that supported activities are aligned with the Programme's strategies and priorities, with conflict sensitivity principles, with approaches to civil society engagement, and with other key principles of the Fund
- Maintain a clear understanding of cross cutting themes related grant outcomes and core indicators, in particular as they relate to the strengthening of community health systems and the improved health situation of vulnerable communities in the conflict affected areas.
- Provide management oversight to ensure that the cross-cutting themes are an integral part of the approach of all partners
- Ensure that demand side is not ignored under the health for all lens when essential health services available to vulnerable people in Myanmar and increasing the number of people with

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](#)).

access to these services

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- Ensure grants contribute to the strengthening of health systems particularly community health system and ensuring cross cutting areas' standards

Prevention of Sexual Exploitation and Abuse

- Conduct PSEA capacity assessment activities as part of the UNOPS Due Diligence for new partners
- Support the implementing of UNOPS Myanmar PSEA Minimum Requirements for all partners, including training provision
- Support case management for PSEA as needed

Capacity Strengthening throughout Project Management Lifecycle

- Conduct capacity strengthening activities with partners to support their development throughout the project management lifecycle. Support one-to-one capacity strengthening activities where relevant and necessary.
- Support partners in specific advanced technical training in two or more of the cross-cutting themes and how it should be applied in a health setting
- Ensure mainstreaming of cross cutting themes to support partners in reaching the most vulnerable populations throughout the project management lifecycle.
- Where safe and feasible, support cross-learning between partners to strengthen their cross cutting themes mainstreaming and supportive systems.

Information and knowledge management

- Ensure adequate knowledge management and information – keeping the partners abreast of important developments and capturing and sharing lessons learned
- Identify and suggest ways to expand integrated health services to vulnerable population in conflict affected areas
- Maintain confidentiality and data security at all times
- Work in close collaboration: share information, seek their advice and give due consideration to advice received to move the portfolio forward in a way that is both managerially and technically sound

▼ Education/Experience/Language requirements

Education

- A Master's degree in a relevant discipline (for example: international development, social science, public administration, political science) with 5 years of relevant experience.
- A Bachelor's degree in a relevant discipline (for example: international development, social science, public administration, political science) with 7 years of relevant experience is considered as equivalent.

Work Experience

- At least 5 years of experience managing grants or projects is required
- Within the experience, at least 3 years of working in the health or humanitarian or community development sector is required
- Full competency in the usage of computers and office software packages including g-suite is highly desirable
- Experience of working sensitively and effectively in a culturally diverse setting is preferable
- Experience of working in local governance, including but not limited to formal local government structures, local and community based NGOs, traditional governance systems, and informal networks desirable

Language

- Fluency in English is required

▼ 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.

▼ Contract type, level and duration

Contract type: ICA (Retainer)

Contract level: LICA 10 or IICA 2
Contract duration: One Year (Maximum not more than 200 working days)

This vacancy is open to all nationalities.

This is home-based contract. The successful candidate shall be offered either local ICA or international ICA based on their location (duty station).

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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▼ **Additional Considerations**

- Please note that the closing date is midnight Copenhagen time
- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- **Qualified female candidates are strongly encouraged to apply.**
- UNOPS seeks to reasonably accommodate candidates with special needs, upon request.
- Work life harmonization - UNOPS values its people and recognizes the importance of balancing professional and personal demands. We have a progressive policy on work-life harmonization and offer several flexible working options. This policy applies to UNOPS personnel on all contract types
- 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 (around 4 hours) in your own time, before providing services to UNOPS.
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

It is the policy of UNOPS to conduct background checks on all potential recruits/interns.

Recruitment/internship in UNOPS is contingent on the results of such checks.

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

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