

[Chat with us](#)  

Partnerships Senior Officer

Job categories	Partnerships
Vacancy code	VA/2025/B5506/30110
Level	ICS-9
Department/office	APR, MMCO, Myanmar
Duty station	Yangon (Non-family duty station), Myanmar
Contract type	International ICA
Contract level	IICA-1
Duration	Open-ended (subject to organizational requirements, availability of funds, and satisfactory performance)
Application period	02-May-2025 to 30-May-2025

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 some of the largest development programmes in the country. In addition, UNOPS is the Principal Recipient for the Global Fund in Myanmar and for the Global Fund's regional artemisinin-resistance initiative towards the elimination of Malaria, which works to accelerate progress toward malaria elimination in the Greater Mekong sub-region. 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.

► Background Information - Job-specific

Access to Health Fund The Access to Health Fund aims to improve Health outcomes ...



▼ Background Information - Job-specific

Chat with us 

Under the direct supervision of the Senior Program Manager, the Partnerships Senior Officer will analyse, develop, and implement partnership and programme development plan as well as coordinate communications tasks and assist the Senior Program Manager as needed in donor and implementing partner relations.

Reporting, Communications, Information and Knowledge Management


- Coordinate, prepare, analyse, and quality control programme-specific annual and progress reporting requirements and coordinate these reports with the Access to Health Fund overall reports (content, writing, editing, layout, publishing) to deadline and specifications
- Manage the delivery of other donor reporting requirements including ad hoc requests
- Oversee communications activities, manage visibility, advocacy and communications products in coordination with Communications Team of the Fund
- Maintain relations with donors through regular communication and reporting, necessary change requests to partners and ensure synergies between related aspects of the Access to Health Fund and other stakeholders, including close coordination and support for the Fund Director's Office.
- Contribute to the ongoing research, development and implementation of best practice and innovative approaches to maximise performance and sustain achievements in project and partnership development.

Project initiation, implementation, and closure

- Undertake project readiness and project initiation activities, implementation and closure including coordination with relevant partners and UNOPS personnel.
- Coordinate with the Programme Team and development partners to produce project deliverables in a quality and timely manner, support information sharing, and ensure alignment and synergies across Access to Health Fund projects
- Support the implementation of safeguarding requirements, ensuring compliance with donor requirements and UNOPS rules and regulations.
- Work on UNOPS-internal project management systems, tools and oversight requirements, including but not limited to development of risk register, including identifying and mitigating risks to support implementation of project activities and progress towards programme outcomes.

Coordination and Partnerships

- On behalf of the relevant representative, participate in and report on the relevant inter-agency and donor coordination meetings, coordinate with relevant UN agencies, international organisations, and international financial institutions on project implementation including through project coordination and oversight platforms.

- Chat with us** 
- In support of the Senior Programme Manager, establish and further develop partnerships with relevant UN agencies, international organisations, and international financial institutions to diversify project opportunities.
 - Identify, raise, and develop opportunities for new projects including support to the project development process in coordination with stakeholders from partners, other UN agencies, and UNOPS.
 - Work closely with Programme and Strategy colleagues to ensure coordination, information sharing, alignment and synergies across Access to Health Fund geographies and thematic areas
 - Coordinate programme visits and monitoring
 - Keep the Access to Health Fund and its key partners abreast of developments in the relevant geographic area

► **Education/Experience/Language requirements**

Education: Master's degree preferably in relevant ...

► **Competencies**

Treats all individuals with respect; responds sensitively to differences and enc...

► **Contract type, level and duration**

Contract type: International Individual Contractor Agreement Contract...

► **Additional Information**

Please note that UNOPS does not accept unsolicited resumes. Applic...

Chat with us  

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.

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 \(./../Pages/About/WhatWeOffer.aspx\)](https://www.unops.org/Pages/About/WhatWeOffer.aspx).

SUBSCRIBE TO OUR NEWSLETTER (<https://www.unops.org/welcome>)

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

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

(https://www.unops.org/unops/unops_self)

UNOPS Headquarters, Marmorvej 51, PO Box 2695, 2100 Copenhagen, Denmark. Tel: +45 4533 7500

© UNOPS (<http://www.unops.org/english/About/Pages/copyright.aspx>) |Terms of Use (<http://www.unops.org/english/About/Pages/Terms-of-use.aspx>) | Privacy Notice (<https://www.unops.org/privacy>) |Tech Support (<https://docs.google.com/forms/d/e/1FAIpQLSenU4LQHRd3UDaIOL26UkhcmEhGMfewlYWDtnUEL7zWFXbhiA/viewform>)| Report Fraud (<https://secure.ethicspoint.eu/domain/media/en/gui/105317/index.html>)