

## Programme Management Analyst

**Job categories** Programme Management

**Vacancy code** VA/2024/B5506/27989

**Level** ICS-8

**Department/office** AR, 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** 19-Apr-2024 to 05-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. In addition, UNOPS Myanmar is Principal Recipient for the Global Fund to Fight AIDS, Tuberculosis and Malaria in Myanmar and Cambodia, and for the Global Fund's Regional Artemisinin-resistance Initiative targeting drug resistant malaria in the Greater Mekong sub-region. UNOPS provides procurement, infrastructure and project management services to a wide range of organizations in the country, including the Government of Myanmar, international development partners, other UN agencies, NGOs and INGOs.

UNOPS Myanmar 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

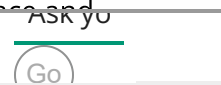
How to send a good application:

- [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.



LIFT is transitioning between strategic phases with the new 2024-2028 LIFT Strategy expected to build on past results and achievements and evolve in line with continuing changes in the operating environment. LIFT's new Strategy outlines an approach to tackle structural drivers of poverty and vulnerability, while also considering interventions that look to arrest further decline and secure developmental gains. LIFT has proven experience in adapting to change from the post cyclone Nargis period through COVID and now in the face of political uncertainty. LIFT is managed by the United Nations Office for Projects Services (UNOPS) and has received funding from 16 international donors. The current donors are: Australia, Canada, Denmark, EU, New Zealand, Norway, Switzerland, UK and US.

### ▼ **Functional Responsibilities**

Under the direct supervision of the LIFT Fund Director, the Programme Management Analyst will facilitate and support information sharing and management and carry out donor coordination and alignment activities across the Fund Management Office, to improve synergies and efficiencies across the office.

Key responsibilities include:

#### **Internal Coordination and Alignment**

- Develop and maintain the LIFT Fund Senior Management Team meeting minutes and action tracker, ensuring action points are followed up on a timely manner and issues are escalated to the relevant team lead and/or the Fund Director
- Promote greater Fund Board engagement in LIFT operations through keeping an eye on the FMO Field visit planner and propose and coordinate field visit opportunities for the Fund Board representatives. This includes working with Programme Teams in developing visit proposals and agendas and capturing and sharing lessons from the field visits.
- In coordination with the Programme Coordination team, facilitate regular cross-functional discussions within FMO to ensure alignment between LIFT Fund geographies and thematic areas. This could involve identifying opportunities for collaboration and knowledge transfer between projects.
- Analyse project interdependencies and identify opportunities for collaboration across LIFT 's geographic teams and thematic areas to leverage synergies and avoid duplication of effort.

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](http://.../Pages/About/WhatWeOffer.aspx)).

- Serve as the Fund Director Office's liaison point with the Comms Team and filter relevant communication updates to the Fund Board and internal teams. Specifically:
  - In partnership with the Communications Team, review and maintain communications products to ensure there is a suite of up-to-date Factsheets and Briefing Notes etc.;
  - Facilitate/ arrange internal workshops, seminars, briefings, and events in conjunction with Communications team and/or other FMO teams;
  - Maintain relations with donors through regular communication and reporting;
  - Support the Knowledge Management Lead in proposing, analysing and thereafter socialising key issues relating to knowledge management;
  - Support in preparing materials for and responding to donor requests
- Act as the main focal point to receive Fund Board ad hoc report requests outside of the Standard Operations Guidelines, and coordinate quality outputs with the Programme Team and other relevant teams on a timely manner
- Consolidate and review annual and semi-annual reports from the relevant teams, before submitting to the Communications team for editorial and packaging
- Respond to corporate requirements and/or calls for information from UNOPS HQ, the Asia Regional Office, or the Myanmar Country Office

### **Process support**

- Provide support to the Senior Management Team by
  - Regularly review program activities against established FMO policies and procedures for areas including donor requests, procurement, finance, grant-making and grant-management, human resources, transport, security, and others as needed.
  - Identify potential or actual deviations from FMO compliance requirements. Work with relevant teams to develop and implement corrective actions to ensure adherence to internal policies.

### **Education**

- Master's degree in communication, media studies, journalism, political science, international relations, public/media relations, public relations, management, development or any other related field is required.
- A Bachelor's Degree in combination with 2 additional years of relevant experience may be accepted in lieu of the Master's Degree.
- Prince 2 Foundation Certification will be considered as an asset.

### **Work Experience**

- Two years of experience in project/programme coordination and/or management is required.
- Excellent interpersonal relations and communication skills and ability to maintain strong relations are required.
- Excellent English writing and editing skills are required.
- Experience in report writing is required.
- Experience in donor relations is an asset.
- Previous relevant work experience such as international relations, writing/editing (including grant/proposal writing), research or any other related fields is an asset.
- Previous working experience in a similar position with UN, NGO or private organisations would be an asset.
- Experience in personnel management is an asset.
- Strong organizational and multitasking skills are required.

### **Languages**

Fluency in English 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.

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**Note that Yangon is located in Myanmar (Burma). It's classified as a non-family duty station.**

Contract type: International Individual Contractor Agreement  
Contract level: IICA-1  
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-opportunities/what-we-offer/Pages/Individual-Contractor-Agreements.aspx>).

### ▼ 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.

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- 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-TuINKbvW0lyMnTgJl9yn5Jt5zNhwAOsKEG9D/pub) (<https://docs.google.com/document/d/e/2PACX-1vSqV5mniKgsaofF5FSN9Md5aD5uSAZjKyJAIRDjK7p-TuINKbvW0lyMnTgJl9yn5Jt5zNhwAOsKEG9D/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) (<http://www.unops.org>)

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