



## Head of Principal Recipient Global Fund Management

<b>Job categories</b>	Health, Programme Management
<b>Vacancy code</b>	VA/2024/B5518/27940
<b>Level</b>	ICS-12
<b>Department/office</b>	AR, ARHC, Regional Health Cluster
<b>Duty station</b>	Yangon, Myanmar
<b>Contract type</b>	Fixed Term
<b>Contract level</b>	P5
<b>Duration</b>	One year initially, renewable subject to satisfactory performance and funding availability
<b>Application period</b>	12-Apr-2024 to 02-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 - Asia Regional Health Cluster

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 organisations (NGOs) and UN agencies.

## **Background Information - Job-specific**

UNOPS is the Principal Recipient for Global Fund grant in UNOPS Asia Region, currently in 5 countries. Under this engagement UNOPS is implementing activities related to TB and HIV in Myanmar and malaria elimination, health systems strengthening and integrated health service packages of the 5 Greater Mekong Sub-region (GMS) countries. The ARHC Head of Programme is an experienced public health programme expert focused on securing quality of programming, implementation, coordination and monitoring & evaluation (M&E) for an integrated response and related health packages under all its grants.

## **Functional Responsibilities**

### Functional Responsibilities

Under the direct supervision of the ARHC Programme Director, the Head of Principal Recipient Global Fund Management, is the lead technical expert responsible and main technical resource for guiding and leading the programme expert teams in programme development, implementation, performance management and monitoring of all grants in UNOPS Asia Region. S/he is responsible for strategic coordination of programme content development, its M&E, performance management of implementation, national capacity building, health systems strengthening and technical scientific information analysis. As a senior member of the Regional PR Management Team, s/he will assume an active role in defining programme direction and guiding programmatic adaptations to changing circumstances.

### Programme development, implementation management, monitoring and evaluation

- Provide technical leadership and guidance in the development of evidence based programming, health system strengthening, M&E Plans and frameworks.
- Lead discussions and negotiations with the donor on issues related to Programme, M&E and health systems.
- Lead and guide the PR's Programme Teams, composed of several international and national experts in all countries of implementation, in programme development and implementation work, policy development, M&E and performance management;

- Develop and ensure effective implementation of grant-programming for investments in HIV, Malaria and TB, in line with international best practices and provide leadership on performance and achievements;
- Ensure Value for Money of UNOPS-PR programmes;
- Maintain excellent contacts with all stakeholders, whether with donors and technical lead agencies or implementing partners in the field, and maintain a detailed knowledge base of all relevant issues impacting public health, in the context of HIV, TB and Malaria in Myanmar and for malaria in all the GMS countries;
- Advise the Programme Director and all stakeholders on policies, strategies, best practices and procedures related to GFATM grants;
- Coordinate project activities among UNOPS sub-recipients (SRs) and with other development partners and relevant health initiatives;
- Provide close support and guidance to the M&E Team to develop and implement the grants' M&E system; lead the teams in M&E and health systems capacity assessments; gain in-depth knowledge of the national M&E system, its consistency and effectiveness; generate good data for reporting and measuring achievements;
- In collaboration with program partners, design data verification and data audit systems to ensure adequate donor reporting.
- Oversee UNOPS periodic reporting (Progress Updates) to the Global Fund and provide recommendations to improve performance.

#### Health system strengthening in programming

- Coordinate the implementation of health systems activities ensuring MOHs' and donor priorities are met.
- Lead advisor and team leader on health systems strengthening across the GMS.
- Technical lead providing input toward the design of a health management information systems (HMIS).
- Manage knowledge and information dissemination throughout the GMS countries, keeping UNOPS PR and its key partners abreast of important developments.

#### Capacity building

- Represent PR-GFATM at the Ministries of Health, Country Coordination Mechanisms, regional Steering Committee, Technical Strategic Meetings, and others as required.
- Identify and advise on potential implementation problems and bottlenecks.
- Lead teams in national capacity building activities in all GMS countries.

- Engage with all stakeholders, national partners and NGOs in the multi-year planning process, providing substantive scientific, evidence-based, timely inputs toward the development of budgets and work-plans.
- Support national strategic planning in proposal writing for resource mobilization.
- Conduct critical analysis of risk.
- Conduct trainings for partners to maintain and operate a smooth programme implementation capabilities and M&E management system.

#### Knowledge sharing and management

- Promote an active learning culture for the PR and its partners and facilitate information sharing on all aspects of the work related to public health in ARHC and in the countries;
- Strengthen the knowledge base by facilitating lessons learned and feedback sessions with partners;
- Lead the PR participation in all technical reviews and evaluations in the GMS countries.
- Manage knowledge and information dissemination and storage of relevant scientific evidence, best practices and lessons learnt to inform programme development.
- Assist SRs to develop the required capacities and competencies in providing health services and implementing their plans.

#### Impact of Results

- Good professional relationship with all stakeholders;
- Successful grant implementation of all grants with their health system strengthening and integrated health response package components.
- Annual grant documents developed for all grant activities and timeframes;
- All grants deliver expected results and grant rating is reflecting good achievements;
- Timely, thorough, accurate and high quality reports on the implementation of the grant initiatives by PRs and SRs using appropriate Global Fund tools;
- Well-coordinated and supervised team of national and international GFATM Programme personnel;
- Comprehensive & Informative reports readily available for monitoring & evaluation of grant implementation progress including compliance requirements and/or recommendations for strengthening measures;

## Education/Experience/Language requirements

### Education

- Master University Degree in medicine, public health, epidemiology, health economics, or in a similar health related discipline with 10 years of relevant experience.
- A Bachelor's Degree within the same fields with additional two years of relevant experience may also be accepted in lieu of a Master's degree.

### Experience

- At least 10 years of relevant experience (or more depending on academic credentials) in programme management in public health in a developing country is required.
- At least 7 years of experience and expertise with proven track record at a strategic level in public health programmes in particular either with HIV, TB and Malaria is required.
- An in-depth understanding of national and international development issues related to HIV & AIDS, TB & Malaria is required.
- Strong interpersonal, coordination and negotiation skills, as well as sensitivity to culture, gender and the local environment is a significant asset.
- Proven networking, team building and motivational, organizational, leadership and communication skills are a significant asset;.
- Prior experience and familiarity with the PR would be a significant asset.
- Proven ability to handle a complex, multi-dimensional portfolio, particularly in a challenging and complex socio-political environment is required.
- Good writing and analytical skills is an asset.
- Previous experience in South and/or South-east Asia will be a significant asset;
- Prior experience of working for challenging operating environments, cross-border and hard to reach areas particularly in the field of Public Health (with emphasis on HIV, TB and Malaria) would be a significant asset;
- Good knowledge of donor organizations, especially the Global Fund and experience in working with NGOs and civil society is a significant asset;

### Language

- Fluency in English is required;

## Contract type, level and duration

Contract type: Fixed-Term Appointment (**Staff**)

Contract level: **P5 (ICS12)**

Contract duration: One year initially, renewable subject to satisfactory performance and funding availability

For more details about United Nations staff contracts, please follow this link:

<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/UN-Staff-Contracts.aspx>  
(<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/UN-Staff-Contracts.aspx>)

## 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.

## 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.

## 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.
- This position is based in Yangon, Myanmar which is a non-family duty station.

## **Background Information - UNOPS**

UNOPS is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Our mission is to help people build better lives and countries achieve sustainable development.

UNOPS areas of expertise cover infrastructure, procurement, project management, financial management and human resources.

## **Working with us**

UNOPS offers short- and long-term work opportunities in diverse and challenging environments across the globe. We are looking for creative, results-focused professionals with skills in a range of disciplines.

## **Diversity**

With over 4,000 UNOPS personnel and approximately 7,000 personnel recruited on behalf of UNOPS partners spread across 80 countries, our workforce represents a wide range of nationalities and cultures. We promote a balanced, diverse workforce — a strength that helps us better understand and address our partners' needs, and continually strive to improve our gender balance through initiatives and policies that encourage recruitment of qualified female candidates.

## **Work life harmonization**

UNOPS values its people and recognizes the importance of balancing professional and personal demands.



## 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://content.unops.org/HR-Documents/How-to-send-a-good-application_EN.pdf).