

Programme Management - Senior Officer (Security Risk Management) - Maternity Cover

Job categories

Security, Programme Management

Vacancy code VA/2024/B5506/27987

Department/office AR, MMCO, Myanmar

Duty station Yangon, Myanmar

Contract type Local ICA Specialist

Contract level LICA Specialist-9

Duration 7 months (Maternity Cover)

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

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 Principal Recipient for the Global Fund in Myanmar and for the Global Fund's regional artemisinin-resistance initiative targeting drug resistant malaria in the greater Mekong sub-region. UNOPS also provides procurement, infrastructure and project management services to a wide range of organizations 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

APPLICATION TIPS

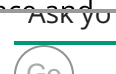
How to send a good application:

- [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 Programme Management Specialist and in accordance with the UNOPS policies, procedures and practices, the Programme Management Senior Officer will involve in the following principal areas:

1. Support the FMO programme officers managing CSO contracts with practical advice and assistance on Security Risk Management issues
2. Provide direct and practical support to CSO implementing partners according to their needs and capacities
3. Ensure that LIFT implementing partners with sub-partnership agreements with CSOs support them for Security Risk Management
4. Contribute to exchange and learning within the FMO and among the partners to identify good practices that improve safety and security.

More specifically, the postholder will be carrying out the following:

A. Analyze and communicate security information

- Review project proposals and comment on the Risk Analysis provided by applicants including reports from IPs;
- Ensure Security Risks are identified or will be identified before start of implementation;
- Ensure that budgets include security related expenditures.

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](#)).

B. Assessments

- Guide or validate security risks assessments of CSO partners
- Identify gaps and provide advice to address the gaps

C. Capacity building

- Identify and propose capacity building needs for FMO staff on safety and security related topics, including training, self-learning and coaching
- Train/organize security and safety related training for CSO partners and their staff

D. Implementation support

- Assist CSOs in the development of simple and practical Security Risk Management Plans;
- Provide guidance for the development and use of tools, guidelines, checklists and standard operating procedures ensuring that a Security Risk Management Plan is an integral part of the organizational culture and programme implementation; some of the areas to be considered will include:
 - Safe travel of staff
 - Safe transport of supplies and equipment
 - Safe use of IT equipment and communication devices
 - Hibernation and relocation
 - Response measures for incidents, including management structures (such as Crisis Management Team)
- Conduct field and monitoring visits to review the implementation and use of safety and security plans and tools by LIFT implementing partners.
- Conduct simple safety and security assessment with LIFT implementing partners, focusing on civil society organizations.

E. Coordination and representation

- Represent UNOPS as focal point in meetings and working groups and other forums related to Safety & Security

- Chat with us
- Prepare information related to safety and security for the Fund Director and other FMO team members as needed and requested

▼ Education/Experience/Language requirements

Education

- Bachelor degree in any field is required.
- Master degree may substitute for required years of experience.
- Recognised training in security risk management is desirable

Work Experience

- Minimum 4 years work experience preferably in practical security risk management with an International or National NGO; experience in operations/logistics in a complex and/or conflict setting would also be considered.
- Experience of liaising effectively with different stakeholders within an organization as well as coordinating with external stakeholders, including CSOs and NGOs is desirable.
- Proven capability to identify security risks in an organization and develop practical systems to enhance security risk management including transport, procurement, office management, fleet management, digital safety, hibernation & relocation planning is an asset.
- Experience in delivering or organizing trainings related to security risk management is highly desirable.
- Ability to plan and organize work and to develop clear goals that are consistent with agreed strategies is highly preferred.

Language

- Full working knowledge in English and fluency in Myanmar language is required.
- Knowledge of other languages used in Myanmar is considered as an asset.

▼ 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.

Contract level: Local ICA Specialist - 9

Contract duration: 7 months (Maternity Cover)

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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This vacancy is a local position and open to Myanmar Nationals Only.

▼ 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,

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-1vSqV5mniKgsaofF5FSN9Md5aD5uSAZjKyJAldJk7p-TuINKbvW0lyMntGJI9yn5Jt5zNhwAOsKEG9D/pub) (<https://docs.google.com/document/d/e/2PACX-1vSqV5mniKgsaofF5FSN9Md5aD5uSAZjKyJAldJk7p-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.

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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>)

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Report Fraud

(<https://secure.ethicspoint.eu/domain/media/en/gui/105317/index.html>)