

Programme Management Senior Officer, Multiple positions

Job categories	Programme Management
Vacancy code	VA/2024/B5506/28086
Department/office	AR, MMCO, Myanmar
Duty station	Yangon, Myanmar
Contract type	Local ICA Specialist
Contract level	LICA Specialist-9
Duration	
	Open-ended, subject to organizational requirements, availability of funds and satisfactory performance
Application period	05-May-2024 to 20-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). In addition, UNOPS is Principal Recipient for the Global Fund in Myanmar and for the Global Fund's regional artemisinin-resistance initiative towards elimination of Malaria, which works to accelerate progress towards 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 the Government of Myanmar, 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

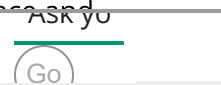
How to send a good application:

- [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.



UNOPS is hiring Programme Management Senior Officers to support the Local Assistance Myanmar Programme (LAMP). LAMP provides prioritized assistance and protection for highly vulnerable people in crisis affected areas of Myanmar, through primarily national and civil society organizations. LAMPs key activities include delivery of multi-sectoral assistance, capacity building, and support to coordination.

The Programme Officer will work under the overall oversight of the Senior Programme Manager and supervision by the Deputy Programme Manager.

► **Functional Responsibilities**

Summary of Key Functions Supporting programme design and project manag...

▼ **Education/Experience/Language requirements**

a. Education

- An advanced university degree (e.g. Masters) in rural development, economics, social science, development studies or other relevant discipline is required.
- A first-level university degree (e.g. Bachelor) in combination with 4 additional years of progressively relevant experience may be accepted in lieu of an advanced university degree.

b. Work Experience

- A minimum of 2 years of experience in humanitarian programming within the context of Myanmar. Within this period, the incumbent must also demonstrate a cumulative duration of two years exhibiting advancing proficiency and/or substantial comprehension of various humanitarian technical sectors, such as food security, water, sanitation, and hygiene (WASH), shelter, nutrition, cash assistance, and protection.
- Cumulative years of experience fostering collaborative relationships with partner organizations, facilitating local capacity enhancement initiatives, and advocating for localization efforts are mandatory prerequisites.
- Previous successful involvement with, and good knowledge of the UN, NGOs, and civil society would be a major asset.
- Experience and/or solid understanding of operational contexts, working in complex and crisis affected areas in Myanmar is a major asset.

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](#)).

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- Knowledge of the political, economic, and social situation of Myanmar is desirable.

- Computer literacy is required.

c. Language

- Full working knowledge in written and oral English and fluency in Myanmar language required.
- Knowledge of other languages spoken in Myanmar, other than the Burmese language would be 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.

▼ Type et durée d'engagement

Contract type: Local Individual Contractor Agreement
Contract level: Local ICA Specialist-9 / LICA-9 / ICS-9
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>).

This is a local position open for 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

Chat with us 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.

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

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