Deputy Programme Manager

Job categories	Programme Management
Vacancy code	VA/2025/B5506/30198
Department/office	APR, MMCO, Myanmar
Duty station	Yangon, Myanmar
Contract type	Local ICA Specialist
Contract level	LICA Specialist-11
Duration	Open-ended (subject to organizational requirements, availability of funds, and satisfactory performance)
Application period	22-May-2025 to 29-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 - Job-specific

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 programme management services to a wide range of organizations in the country, international 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. UNOPS Myanmar Programme Management Office support includes, but not limited to grants management, budgeting and reporting, capacity assessment and building of implementing partners and oversight and compliance.

Project information

The World Bank (WB) has established the Myanmar Strengthening Community Resilience (SCORE) Project with a project duration of 3.5 years, starting in the latter half of 2025. The SCORE project aims to help targeted communities in 5-6 states to cope with and recover from the various on-going crises in the country, and to prepare for and strengthen their ability to withstand future shocks. The project will strengthen the capacity of vulnerable communities to address short- to medium-term development priorities through training, facilitation support, community-based infrastructure, and livelihoods assistance provided through block grants.

SCORE will be managed by UNOPS and delivered through a network of experienced Implementing Partners (IPs), through two components. The first component will finance the repair or renovation of small-scale, climate-resilient social and economic infrastructure (roads or irrigation canals, water and sanitation structures, schools or health clinics) and basic livelihoods support (seeds and tools for agriculture production, community revolving funds, and basic training). All needs will be identified through a participatory process. It also includes emergency top-up grants to the targeted townships in the event of a natural disaster or human-made crisis. The second component will support capacity strengthening of the communities, which includes training and assistance in participatory problem analysis and planning, household and community vulnerability mapping (including climate change and disaster risks), simple financial management and procurement procedures, application of simplified environmental and social risk standards, inclusion of women and marginalized groups, and technical training and guidance.

Job specific

The Deputy Programme Manager's role supports the Senior Programme Manager (SPM) by overseeing the day-to-day administration and implementation of the SCORE Project. This responsibility requires a thorough grounding in the key principles that underpin the SCORE Project's approach, in line with the SCORE Project's localization agenda, and experience with developing participatory approaches and downward accountability. This principled foundation must be accompanied by sharp programme management skills, an eye for detail and planning, and solid experience managing contractual and programmatic processes, including activity planning, and relationship management. The DPM will manage the SCORE Project's Livelihood & Capacity Building Programme Unit and oversee the work of the Infrastructure Unit. In addition, SPM will report to, and work closely with, the SPM who directly oversees Monitoring, Evaluation, Accountability, and Learning (MEAL), Environmental and Social Safeguarding, and Grant /operational activities.

Functional Responsibilities

Summary of Key Functions:

Under the direct supervision of the Senior Programme Manager and in accordance with the UNOPS policies, procedures and practices, the Deputy Programme Manager shall carry out the following duties:

PROGRAMME MANAGEMENT

- Support the Senior Programme Manager through the day-to-day management of the SCORE Project.

- Work closely with the Grant and Operations Unit, coordinate calls for proposals and proposal evaluation process and engage with selected partners to refine proposals into programmes/projects aligned with the SCORE Project overall strategy and MEAL framework, including by: ensuring the inclusion of gender transformative project activities; the use of participatory methods and community feedback mechanisms for project design and monitoring; and prioritizing implementation by communities and local civil society partners.

- In collaboration with the Senior Programme Manager, support grant contracting processes with support from UNOPS Programme Management Office and ensure that planned activities are feasible and impactful and follow a realistic work plan; that proposal budgets are appropriate and cost-efficient, and that due diligence processes are followed in line with UNOPS rules and procedures.

- Manage implementing partners and ensure that SCORE programmes/projects are implemented effectively and achieve their intended outcomes. Ensure that all programmes/projects are high quality and adhere to SCORE and UNOPS systems, processes and guidelines.

- Support the Senior Programme Manager in managing the performance in the areas of finance (budget/cash flow/expenditure), work planning and resource mobilization, monitoring and evaluation (M&E), programmatic/administrative (including audit results) and procurement operations.

- Support the Senior Programme Manager in ensuring that principles of human rights, conflict sensitivity, Diversity, Equity and Inclusion (DEI) and gender, voice and accountability, 'do no harm' and aid effectiveness in all activities associated with the programme.

- Oversee programmatic advisors and consultants engaged to support programme implementation.

- Maintain the SCORE Project's risk register relating to its programming and ensure that risks are adequately identified and mitigated.

- Organize and lead a schedule of field visits including donor visits.

MEAL AND KNOWLEDGE MANAGEMENT

- In collaboration with the Senior Programme Manager work with selected implementing partners to have a coherent and well-considered, actor-centred theory of change.

- Support the M&E Programme Manager to ensure that partner MEAL systems adequately incorporate community feedback mechanisms and utilize the information to adapt project activities accordingly.

- Ensure periodic check-ins on the SCORE Project, utilizing MEAL data to inform changes in programmatic direction.

- Support the SCORE Project M&E Programme Manager to develop and maintain an information and knowledge management system, including a system for aggregating MEAL results from implementing partners, and a database of lessons learned that can be shared with project stakeholders. And ensure that the MEAL results are incorporated in the SCORE project activities

- Remain up to date on national and international literature on climate-resilient social and economic infrastructure and livelihoods support best practices that can be incorporated in the SCORE Project's approach.

- Participate in UNOPS and external communities of practice and contribute to broader discussions on best practices.

- Support the Senior Programme Manager in the drafting of programme reporting for the WB.

PARTNER MANAGEMENT

- Participate in communications with implementing partners at all stages of the project cycle.

- Ensure effective coordination and communication between partners working in the SCORE Project.

- Build and maintain relationships with project stakeholders, including implementing partners, community beneficiaries, and external organizations.

- Ensure that partner relations are equitable and that power imbalances, particularly between national and international partners, are mitigated.

- As necessary, develop a capacity support system to assist local partners in applying for SCORE Project funding and project implementation.

KNOWLEDGE MANAGEMENT

- Ensure compliance with UNOPS organizational policy.

- Ensure all reporting requirements as per legal agreement as well as internal UNOPS rules are met.

- Support the Senior Programme Manager in maintaining critical project records/documents on the UNOPS Google Shared Drive (online audit/record retention folder).

- Support the Senior Programme Manager in ensuring that all project activities comply with UNOPS Financial Regulations and Rules (FRR).

- Contribute to the dissemination and sharing of best practices and lessons learned for corporate development planning and knowledge-building.

- Plan, implement and organise capacity building of personnel, partners and stakeholders.

PEOPLE MANAGEMENT

- Manage SCORE Project team members as well as project advisors, consultants, and interns, as applicable, through the development of TORs, work plans, and delivery of deliverables with the skills and competencies needed to ensure optimum performance.

- Manage the sub-national (regional) teams and contracted field personnel ensuring delivery aligned to SCORE Project objectivities.

- Ensure that personnel behaviour is consistent with UN values.

- Ensure that performance reviews are conducted

- Take part in selection, recruit and assure training of the team as required by programme plans

- Ensure safety and security for all personnel and comply with UNDSS standards

Education/Experience/Language requirements

Education

- Advanced university degree (Master's or equivalent), preferably in social science, international development, business administration, public administration, international relations or related areas is required.

- Bachelor's Degree with Additional 2 years of relevant work experience to the above duties and responsibilities may be accepted in lieu of Master Degree.

- Programme Management Certification such as PRINCE2® or MSP® or PMP® is an asset.

Experience

- A minimum of 7 years of progressively relevant project or programme management experience is required and out of this at least 3 years of experience in any of the fields, community driven development, infrastructure, livelihoods, or related areas is required.

- Solid experience managing programmes at a programmatic level with financial oversight is required.

- Solid practical experience in working with the UN, donors, Non-governmental organizations, public sector and/or civil society is required.

- A background in power and/or gender analysis, conflict analysis, conflict sensitivity and do no harm, and localization is a strong asset.

- Working experience in and knowledge of Myanmar's conflict affected areas will be a strong asset.

- Knowledge of aid architecture with previous experience working in Grants Management is desirable.

- Experience with participatory, multi-sectoral community-driven development projects is an asset.

- Solid experience of managing, or having worked in a senior position with large national or international NGOs, especially at field level, is an asset.

- Previous experience with World Bank-funded projects would be an asset.

Language Requirements

- Fluency in English and Myanmar is required.

- Knowledge of an additional UN language is desirable.

- Knowledge of other languages spoken in Myanmar would be an advantage.

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).

Results Orientation

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.

Agility

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.

Solution Focused

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.

Effective communication

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 type, level and duration

Contract type: Local Individual Contract Agreement
Contract level: LICA-11
Contract duration: Open-ended, subject to organizational requirements, availability of funds and satisfactory performance.

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
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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. Refreshers or new mandatory courses may be required during your contract. Please note that you will not receive any compensation for taking courses and refreshers. For more information on a retainer contract here (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.

APPLICATION TIPS

How to send a good application:

- English (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)

- Spanish (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).