

<b>Job categories</b>	Finance
<b>Vacancy code</b>	VA/2024/B5506/28420
<b>Department/office</b>	AR, MMCO, Myanmar
<b>Duty station</b>	Nay Pyi Taw, Myanmar
<b>Contract type</b>	Local ICA Specialist
<b>Contract level</b>	LICA Specialist-9
<b>Duration</b>	Open-ended, subject to organizational requirements, availability of funds and satisfactory performance
<b>Application period</b>	24-Jun-2024 to 14-Jul-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 Global Fund grants implementation, technical assistance of health initiatives and programmes, and the provision of quality pharmaceuticals and health products in the Asia Region of UNOPS. 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, currently with grants in Cambodia, Lao, Myanmar, Thailand and Vietnam. UNOPS as a PR, is 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 organizations (NGOs), academic and private sector institutions and UN agencies.

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

UNOPS ARHC has assisted in managing US\$768.2 million worth of Global Fund grants from 2011 to 2023 to provide better access to the prevention, care and treatment for HIV, TB and malaria. UNOPS was again selected as a Principal Recipient (PR) to manage the new funding of US\$170 million for the continuation of HIV, TB and malaria programme implementation in Myanmar over the next three-year period (2024-2026). The grants from the Global Fund have allowed those most in need to better access prevention, care and treatment for HIV, TB and malaria.

UNOPS was also selected as the Regional Principal Recipient for the [Regional Artemisinin-resistance Initiative \(RAI\)](https://raifund.org/en) (<https://raifund.org/en>), which aims to escalate progress towards eliminating malaria in Cambodia, Lao PDR, Myanmar, Thailand and Viet Nam. The RAI is expended for three years (2024-2026) under the fourth phase, the RAI4-Elimination (RAI4E) with the grant approval value of US\$146.3 million. Under the overall supervision of the Head of Programme Management Office and the direct supervision Program Support Specialist, the Asset Management Officer is the asset focal point for National Programme (NP), responsible for providing efficient controls and safeguarding of the asset management system. S/he works closely with the Nay Pyi Taw team to build their capacity on the asset management control system. S/he is responsible for smooth protocol with National Programme Team and Verification Teams, and manages administration for the Programme Support Team's missions in Nay Pyi Taw.

## ▼ Functional Responsibilities

1. Ensure effective control of asset management for recording and updating at the National Programme:

- Ensure that the National Programme (NP) updates the asset report and monitoring sheet with new acquisition for new items on a monthly basis, and that all project assets and transactional assets of National Programme are properly tagged and accounted for in accordance with asset management policies of UNOPS and respective donor/s.
- Collect the reports of the States and Regions, regularly review these and initiate corrective action for necessary adjustments.
- Responsible for the timely submission of accurate, updated asset reports to management on a bi-annual basis.
- Work closely with relevant UNOPS program staff based in Nay Pyi Taw to assist in daily work-flow processes related to asset management and administrative matters.
- Work in close coordination with Field Finance Assistants in the Managed Cash Flow Unit and with personnel in Procurement and Logistics for timely receipt of documentation on asset management under NP.
- Process work and related follow-up efficiently and timely using own discretion to address unforeseen situations, and seeking advice or reporting escalating to the Program Support Specialist.

- Analyse the asset management related guidance and support as needed and/or requested to National Programme asset focal persons and administrative team, including Administrative Assistants
- Analyse the asset management work-flow and necessary advice to the asset focal of the National Programmes
- Ensure project asset management under National Programme are in compliance with the donor requirements, UNOPS Financial Regulation and Rules, Organisational Directives and Administrative Instructions.
- Ensure all assets are reconciled on a quarterly basis against the system generated general ledger.

## 2. Ensure safeguarding of assets under National Programme:

- In consultation with the Head of Programme Management Office and Programme Support Specialist, ensure that the periodic physical verification plan of National Programme assets is well prepared and approved before field site visits.
- Conduct regular physical verification of assets in the field offices as per approved plan, ensuring assets are well identified and correctly maintained.
- Ensure accurate updates of the approved asset items by the respective donors under National Programme such as transfer, disposal, and change of ownership of assets during the programme implementation cycle.
- Responsible to ensure all lost, damaged, sold, stolen, transferred, or other unusual asset transactions of NP assets are immediately reported to UNOPS PR Yangon Office with supporting documents as per the donor requirements.
- Verify that lost and damaged assets are replaced, reimbursed, or properly accounted for by National Programme as per donor requirements and necessary follow-up.
- Ensure that all lost, damage, sold, stolen, transfer, or other items (National Program) are properly recorded in with an approved disposal of assets form

## 3. Manage administration of the Project Teams missions efficient budgetary and project costing support:

- Ensure support and ad-hoc requests for administrative processes to the Programme Support Team on their missions in Nay Pyi Taw.
- Maintain, update, file and archive asset related documentation for ease of access for future references.

## 4. Knowledge building and knowledge sharing:

- Provide training for the National Programme asset focal person in asset management processes to ensure capacity building.

- Introduce and synthesize lessons learnt and best practices in asset management and reporting.
- Collect feedback, ideas, and internal knowledge about processes and best practices and utilize productively.
- Use of technology and electronic systems and tools to initiate work, share information with colleagues and clients.

### **Impact of Results**

- The key results have an impact on the overall execution of the UNOPS services in terms of quality and accuracy of work completed. Accurate and properly documented records enhance UNOPS capability and reputation in operations management. The candidate shall fully responsible for strong systematic management and safeguarding of assets under National Programme in the field in accordance with established Standard Operations Procedure, UNOPS Financial Rules and the Donors' requirements.

### **▼ Education/Experience/Language requirements**

#### Education

- Master's degree (or equivalent) preferably in Business Administration, Supply Chain Management, Logistics, Asset Management or related field is required.
- A first-level university degree preferably in the fields stated above, in combination with additional two years of relevant experience, is required.

#### Experience

- Minimum 2 years of relevant work experience at the national or international level in asset management or administration is required.
- Working knowledge of administration, finance, and accounting principles is required.
- Knowledge of UNOPS financial rules and regulations is an asset.
- Experience in office software packages (e.g. MS Office newer versions, Google Suite Applications) is required.
- Experience with ERP systems and using financial management electronic systems is desired.
- Experience in the development / humanitarian sector or working with UN, Donors, or NGOs is an advantage.

#### Language

- Full knowledge of English and Myanmar language is essential.

### **▼ Competencies**



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 type, level and duration

Contract type: ICA

Contract level: LICA9, ICS9

Contract duration: Open-ended, subject to organizational requirements, availability of funds and satisfactory

**This position is 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 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-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.

## 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).

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>)

([https://www.unops.org/unops\\_self](https://www.unops.org/unops_self))

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