



Programme Manager

Job categories	Programme Management
Vacancy code	VA/2025/B5506/30061
Department/office	APR, MMCO, Myanmar
Duty station	Yangon, Myanmar
Contract type	Local ICA Specialist
Contract level	LICA Specialist-10
Duration	Open-ended (subject to organizational requirements, availability of funds, and satisfactory performance)
Application period	23-Apr-2025 to 07-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 - Myanmar

UNOPS Myanmar is one of UNOPS' leading offices in Asia, acting as the fund manager for some of the largest development programmes in the country. In addition, UNOPS is the Principal Recipient for the Global Fund in Myanmar and for the Global Fund's regional artemisinin-resistance initiative towards the elimination of Malaria, which works to accelerate progress toward malaria elimination in the Greater Mekong sub-region. UNOPS 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

Access to Health Fund

The Access to Health Fund is a multi-donor Fund. In addition, the Fund receives contributions from one private sector contributor and multilateral funding institutions. The Fund is managed by the United Nations Office for Project Services (UNOPS). Access to Health prioritizes meeting health needs of vulnerable and underserved populations in conflict-affected and hard-to-reach areas, and strengthening local health systems.

The objective of this position will be to support efforts to lead a team in the grants and fund management, stakeholders collaboration and performance management of the implementing partners. The position will work under the direct supervision of Senior Programme Manager and work together with different program, M&E and grants teams ,as well as finance, procurement, and partnerships personnel.

The Programme Manager is responsible for abiding by security policies, administrative instructions, plans, and procedures of the UN Security Management System and that of UNOPS.

Background Information - Job-specific

Under the supervision of the Senior Programme Manager, the Programme Manager is responsible for the following:

Programme Management

- Manage portfolio of grants throughout the funding period.
- Through consultations with relevant stakeholders, identify and pursue ways to expand populations' access to the health services
- Close teamwork with the Health, Health Systems Strengthening (HSS), and Health for All teams within the Program and Strategy unit, including seeking advice, taking it on board, sharing information, and working as 'one team' in the implementation of programs
- Liaise with development partners, UN agencies, INGOs, NGOs and EHOs on developments in the given geography
- Ensure delivery of health programmes' implementation through the most efficient approach (number and nature of Implementing Partners, work through existing/sustainable structures, etc.)
- Pursue other efficiency gains wherever possible during grant making process, grant negotiation and setting new engagement with partners
- With the support from the M&E team, Third Party Monitoring Agent and the Programme Support Unit, conduct timely reviews of program deliverables and of technical and financial reports 6 monthly in order to track the performance of partners and support to make Funding decisions based on their performance

(performance-based Funding).

- Coordinate with the procurement unit to initiate, track, and coordinate procurements under the project including the distribution of procured items.
- Work with relevant focal persons to ensure environmental and social requirements are adhered to, including the project's environmental and social management framework and the stakeholder engagement plan.
- Maintain a clear understanding of grant outcomes, in particular as they relate to the strengthening of health systems and the improved health situation of vulnerable communities. Regularly communicate on these outcomes with partners and stakeholders.

Information and knowledge management

- Keep the Fund and its key partners abreast of developments in the relevant geographic area
- Draft bi-annual lessons-learned reports and/or case studies that highlight key developments in the area
- On a regular basis, critically analyze risks to the Fund's investments in the area. Develop, implement, and update mitigation plan(s) for identified risks.
- In partnership with the existing Conflict Sensitivity partner, ensure that program activities are aligned with the Fund's conflict sensitivity principles.

Other

- Attend coordination meetings on developments in the geography/area on behalf of Access
- Coordinate program visits from the Fund Management Office and/or donors

Education/Experience/Language requirements

Education:

- A Master's degree in a relevant discipline preferably in international development, public health, public administration, sociology, political science and other related study with five (5) years of relevant experience is required.
- A Bachelor's degree with seven (7) years of relevant experience is considered as equivalent.

Experience:


- At least five (5) years of experience managing grants or projects is required.
- At least three (3) years of working experience in the health sector is required.


- Experience in the usage of computers and office software packages (e.g. MS Office newer versions, Google Suite Applications) is required.
- Experience of working sensitively and effectively in a culturally diverse setting is an advantage.
- Strong written and verbal communication skills, including drafting policy and program memos is desirable.
- Strategic planning experience, including the use of the logical framework approach and other planning activities is desirable.
- Risk management experience, particularly in conflict sensitive areas is desirable.
- Understanding of development aid, health, and humanitarian aid architecture is desirable.
- Experience working in local governance, including but not limited to local and community-based NGOs, traditional governance systems, and informal networks is desirable.


Language Requirements:


- Fluency in English and Myanmar is required.
- 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).

 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: Local Individual Contractor Agreement

Contract level: LICA-10

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>)

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.

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://jobs.unops.org/Pages/About/WhatWeOffer.aspx).