



Programme Manager (Emergency Response)

Job categories	Programme Management
Vacancy code	VA/2025/B5506/30303
Department/office	APR, MMCO, Myanmar
Duty station	Mandalay, 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	13-Jun-2025 to 29-Jun-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

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.

LIFT

LIFT is embarking on a new strategic period for 2024-2028. The LIFT 2024-2028 Strategy builds on the achievements of LIFT's experience as well as recent adaptations and learning in the face of a changing and dynamic context. The new Strategy outlines an approach to tackle structural drivers of poverty and vulnerability, while also considering immediate interventions to secure and maintain Myanmar's previous development gains. LIFT has proven itself as a key delivery partner across Myanmar's changing contexts – ranging from post-Nargis recovery, a time of political transition, and relief support during COVID-19. LIFT is managed by the United Nations Office for Projects Services (UNOPS) and has received funding from 16 international donors. The current donors are the United Kingdom, the European Union, Switzerland, Australia, the United States of America, Canada, New Zealand, Norway, and Denmark.

Background Information - Job-specific

THIS IS A LOCAL POSITION, AND ONLY MYANMAR NATIONALS WILL BE CONSIDERED.

Under the supervision of the Fund Director, the Programme Manager (Emergency Response) will contribute to the implementation of the LIFT strategy through the management of the programmes and projects assigned to them. The primary purpose of the position will be to lead and deliver the LIFT Emergency Response Portfolio. The post holder will also be expected to lead and coordinate with other LIFT's teams, such as the Technical Team, MEAL, Knowledge Management and Communications.

The Programme Manager (Emergency Response) will lead a team to monitor and manage LIFT partners under the Emergency Response. This team is responsible for: a) designing new programmes; b) identifying appropriate projects; c) monitoring and learning from the implementation of these projects; d) feeding lessons into programme design.

Functional Responsibilities

Emergency Preparedness and Response Leadership

- Lead the design and delivery of LIFT's emergency response programming in Myanmar, ensuring coherence with LIFT's 2024–2028 Programme Operational Approach (POA) and its localisation, inclusion, and resilience-building goals.
- Oversee field-based rapid needs assessments during emergencies, coordinating closely with implementing partners, UN agencies, and relevant authorities to ensure evidence-driven prioritization
- Design and deploy fit-for-context emergency response packages (e.g. cash, in-kind support, early recovery inputs) with sensitivity to conflict dynamics, displacement trends, and gendered impacts

- Lead the development of emergency response strategies and standard operating procedures, ensuring timely activation and alignment with global humanitarian standards and UNOPS operational policies
- Serve as the focal point for conceptualizing, launching, and managing emergency-focused calls for proposals, including surge cost extensions or recovery bridging mechanisms

Field Coordination, Risk Management, and Delivery Oversight

- Coordinate emergency deployments and operational support for implementing partners, ensuring agility and accountability in high-pressure or rapidly evolving contexts
- Anticipate risks to partner delivery in volatile environments and recommend mitigation or reprogramming measures to LIFT senior management and the Fund Board
- Ensure integration of Do-No-Harm principles, gender-responsive approaches, and community engagement across all emergency interventions
- Lead technical review and negotiation of emergency project proposals and budgets, ensuring strategic alignment, value for money, and context appropriateness
- Ensure full compliance with UNOPS policies and emergency delivery protocols, including safety/security, environmental safeguards, and fiduciary controls

Monitoring, Learning, and Adaptive Management

- Ensure real-time monitoring systems are in place for emergency response activities, and that MEAL plans are designed to enable timely course correction
- In collaboration with the MEAL team, lead post-response evaluations and after-action reviews, distilling learning and best practices for institutional use
- Capture and communicate field-level insights through internal reports, case studies, or external knowledge products, contributing to LIFT's thought leadership in emergency preparedness and response
- Develop and maintain a knowledge management system for emergency lessons learned, response models, and contextual risk updates

Capacity Strengthening and Institutional Resilience

- Provide technical coaching to partners and LIFT staff on emergency preparedness, delivery standards, humanitarian coordination, and community engagement
- Lead targeted training and simulations to strengthen readiness of partner staff for future emergency activations, especially in high-risk zones
- Strengthen the internal architecture for LIFT's emergency response, including surge staffing protocols, pre-vetted implementing partners, and emergency budgeting templates
- Promote local actor leadership and inclusive partnerships in all emergency programming, in line with LIFT's commitment to localisation and GEDSI principles

External Representation and Strategic Engagement

- Represent LIFT in emergency-related coordination platforms, sector working groups (e.g. Shelter/NFI, Food Security, Early Recovery), and inter-agency forums
- Foster strategic linkages with humanitarian and development actors to ensure complementarity, avoid duplication, and leverage synergies across response efforts
- Support the LIFT Fund Board with updates, strategic briefs, and technical inputs on emergency response contexts and investment options
- Engage with national and sub-national authorities to ensure alignment with government-led coordination and disaster management structures

Education/Experience/Language requirements

Education

- An advanced university degree (e.g. Masters) in Agriculture, Rural Development, Natural Resource Management, Political or Social Sciences, or other related fields from an accredited academic institution is required.
- A first-level university degree (e.g. Bachelor's) in the above fields with an additional two years of relevant professional experience may be accepted in lieu of a Master's degree.

Work Experience

- A minimum of 5 years of progressive experience in the Myanmar context in emergency response, humanitarian work or programme management is required.
- Experience with strategic planning, results-based management and reporting, formulation and monitoring of projects/programmes, in complex contexts is required.
- Experience in conducting crisis assessments and partner coordination is required.
- Vast knowledge of the local context (Geopolitical, Social, economic) is required.
- Experience with LIFT thematic areas (nutrition, food security, etc.) is highly desirable.
- Experience in international organizations and/or international contexts is an advantage.
- Experience in the usage of computers and office software packages (e.g. MS Office newer versions) is required. Experience with Google Suite is highly preferred.

Language

- Fluency in both written and spoken English and Burmese is required.

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: Individual Contractor Agreement (ICA)

Contract level: Local ICA Specialist-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. 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) (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).