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Social Senior Analyst , Multiple positions

Job categories	Programme Management
Vacancy code	VA/2025/B5506/29994
Department/office	APR, 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	07-Apr-2025 to 28-Apr-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 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

Project Information



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UNOPS Myanmar is recruiting 2 Social Senior Analysts to support two new projects in Myanmar:

1. **Myanmar Health and Nutrition Support Project (HANS):** This project aims to deliver high-impact, life-saving essential health and nutrition services and cash assistance to the vulnerable population, with a particular focus on women and children. The project will leverage established partnerships with international and national non-governmental organizations, private entities, community-based organizations (serving as implementing partners) to deliver services and assistance to beneficiaries. Ensuring access to an integrated package of essential health services at the community and health facility levels is essential for life-saving care and for the protection and promotion of human capital. The project will deliver essential health and nutrition services.
2. **Myanmar Strengthening Community Resilience Project (SCORE):** 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.

Candidates will be invited to specify on their application if they would like to be considered for one or both positions.

## ▼ Background Information - Job-specific

### Programme Planning and Implementation

- Analyze applicable E&S instruments, including the E&S Management Framework (ESMF), Stakeholder Engagement Plan (SEP), Environmental and Social Commitment Plan (ESCP) and provide actionable insights and recommendations to refine the project's E&S approaches, ensuring alignment with the World Bank's Environmental and Social Framework (ESF), global standards and evolving project needs.
- Provide support in applying conceptual models, policy frameworks, and best practices in assessing (new) program objectives, ensuring compliance and integration with overall project goals, including E&S instruments.
- Actively contribute to program planning, development, and execution by advising on the integration of social standards and risk mitigation measures into project activities, including as applicable the Grievance Redress Mechanism (GRM), Labor Management Plan (LMP), SEA/SH, Security Management Plan (SMP), and Voluntary Land Donation (VLD) procedures.
- Support the Project Manager and cross-functional teams to ensure that social standards and risk mitigation measures are embedded throughout the project's design, implementation, and monitoring phases.

## Chat with us Stakeholder Engagement



- Engage with key project stakeholders, including implementing partners, contractors, community, and external partners, to support the adoption of best practices for social standards and risk mitigation.
- Guide partners in ensuring social standards and risk mitigation measures are effectively implemented, improving compliance and aligning with international standards, including ensuring proper documentations are in place.
- Facilitate discussions and negotiations to address social risks and ensure stakeholder concerns are addressed proactively.
- Ensure that township and community-level consultations are culturally appropriate for ethnic groups and inclusive of vulnerable groups such as the poor, elderly, women and individuals with disabilities.

## Monitoring, Reporting, and Evaluation

- Monitor the effectiveness of implemented E&S standards as per the project's Environmental and Social Commitment Plan (ESCP), evaluating the impact of existing mitigation measures and suggesting adjustments where necessary, including as applicable Labor Management Plan (LMP), SEA/SH, Security Management Plan (SMP), and Voluntary Land Donation (VLD) procedures.
- Prepare comprehensive E&S reports for the donor and other stakeholders, ensuring the accurate presentation of social standards' and risk mitigation measures' performance, challenges, and recommendations.
- Support the continuous improvement of the project's monitoring systems by analyzing feedback, adapting to emerging trends, and refining social risk mitigation measures accordingly.
- Ensure that social risk mitigation processes and systems are continuously improved based on lessons learned, field observations, and stakeholder feedback.
- Contribute to long-term project sustainability by embedding strong risk mitigation measures that respond to evolving social and environmental challenges.

## Grievance Redress Mechanism (GRM) Management

- Under the supervision of the Project Manager, lead the development, implementation, and improvement of the project's Grievance Redress Mechanism (GRM), ensuring that it is fully functional and accessible for stakeholders.
- Act as the internal and external focal point for the GRM, ensuring timely responses to grievances and addressing concerns raised by affected communities or stakeholders, including responding to Third Party Monitoring Agents' reports on E&S-related issues.

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- Analyze trends in grievances to identify systemic issues and recommend strategic actions to prevent recurrence.

## Knowledge Building and Sharing

- Lead training sessions on social standards and risk mitigation measures for the UNOPS team, implementing partners, and contractors.
- Share knowledge and best practices on social risk mitigation measures implementation, building the capacity of project personnel and stakeholders to adhere to environmental and social standards.
- Document lessons learned from the field and provide regular updates and recommendations for improving project practices.

## ▼ Education/Experience/Language requirements

### a. Education

- An advanced university degree (e.g. Master), preferably in Social Science, Anthropology, Sociology, Development Studies, Community Development or other relevant discipline is required.
- A first-level university degree, preferably in the above-mentioned areas or related field, in combination with additional two (2) years' experience may be accepted in lieu of the advanced university degree.

### b. Work Experience

- A minimum of two (2) years' professional experience in social safeguards and sustainability or other related fields with a Master's Degree or four (4) years with a first-level university degree.
- Experience working with the World Bank, UN agencies or other donor agencies, government ministries, and/or non-governmental organizations (NGOs) is valued.
- Knowledge of environmental safeguards compliance is desirable.
- Knowledge of UN systems/policies/norms for social safeguards and the World Bank's ESF is an asset.
- Experience in the usage of computers and office software packages (e.g. MS Office newer versions, Google Suite Applications) is required.

### c. Language Requirements:

- Excellent knowledge of both written and oral English is required.

• Excellent knowledge of both written and oral Burmese is required.

## ▼ 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.

## ▼ Contract type, level and duration

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Contract type: Local Individual Contractor Agreement

Contract level: LICA-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>)

## ▼ 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>).

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- 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)

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**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://www.unops.org/About/WhatWeOffer.aspx).

**SUBSCRIBE TO OUR NEWSLETTER (<https://www.unops.org/welcome>)**

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>)

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