## Programme Management Officer

<table>
<thead>
<tr>
<th>Job categories</th>
<th>Programme Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacancy code</td>
<td>VA/2021/B5506/21140</td>
</tr>
<tr>
<td>Department/office</td>
<td>AR, MMCO, Myanmar</td>
</tr>
<tr>
<td>Duty station</td>
<td>MyitKyiNa, Myanmar</td>
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<tr>
<td>Contract type</td>
<td>Local ICA Specialist</td>
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<tr>
<td>Contract level</td>
<td>LICA Specialist-8</td>
</tr>
<tr>
<td>Duration</td>
<td>Ongoing (subject to organizational requirements, availability of funds and satisfactory performance)</td>
</tr>
<tr>
<td>Application period</td>
<td>03-Feb-2021 to 24-Feb-2021</td>
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Applications to vacancies must be received before midnight Copenhagen time (CET) on the closing date of the announcement.

## Background Information - Myanmar

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, 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 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 the Government of Myanmar, 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
The Livelihoods and Food Security Fund (LIFT) is a multi-donor fund established in Myanmar in 2009 to address food insecurity and income poverty in Myanmar. LIFT’s designated outcomes are improvements in income, resilience, nutrition, and pro-poor policy developments. So far, LIFT has reached more than 7.2 million people, or roughly 20% of Myanmar’s population; and is active in almost half the country’s townships. LIFT is currently refreshing its strategy to guide the next five years programming from 2019. LIFT is currently implementing the 2019-2023 strategy and for more details visit www.lift-fund.org https://www.lift-fund.org/.

**Functional Responsibilities**

Under the direct supervision of National Nutrition Specialist and the overall guidance of the LIFT Fund Director, the Programme Management Officer is responsible to support the State Nutrition Promotion Committee (S/R-NPC) to deliver on Multi-Sectoral National Plan of Action on Nutrition (MS-NPAN) and initiate implementation.

S/he will need to work closely with the State Health Director and the responsible senior staff at National Nutrition Center, the key technical focal points from each of the MS-NPAN sectors at the State level including the Nutrition Team Leader at the state level, LIFT and MS-NPAN core team at the Union level.

The Programme Management Officer will provide technical and management support to the State Nutrition Promotion Committee as part of MS-NPAN implementation.

The Programme Management Officer will broadly carry out the following tasks.

1: Finalize State/Region Planning (taking COVID-19 into consideration)

- Support the MS NPAN Core team and State and Region multi-sectoral planning teams to conduct any pertinent planning workshops and facilitate finalization of the plans including costing for the Action Plan in the State/Region where they are operating.

- Support S/R-NPC and sectoral focal in reviewing the existing interventions scale-up projections with the intention of updating them based on risk profiling and priority setting of interventions to respond to nutrition and short term mitigation of COVID 19.

2: Initiate multi-sectoral activities for implementing completed prioritized MS NPANs that responds to mitigate impact of COVID-19 on nutrition and food security)

- Support the State/Region Nutrition Promotion Committee (S/R-NPC) in the programme management and implementation of MS-NPAN with emphasis on response to mitigate impact of COVID-19.

- Support sectoral departments at the sub national level to conduct consultative meetings for jointly implementing prioritized intervention packages for responding to nutrition within the COVID 19 context.

- Schedule and prepare logistical arrangements for S/R-NPC meetings, workshops, etc. on behalf of S/R-NPC.
• Support MS-NPAN Core Group and through engagement with LIFT staff and implementing partners (including RAFT) to ensure that all multi-sectoral action plans and processes are conflict sensitive with active appropriate engagement of non state actors.

• Support MS NPAN Core Group and SUN UN Network in the documentation of meetings and follow up action with timelines and targets.

• Support the MS NPAN Core Group's work for conducting Capacity Assessment including mapping of key stakeholders, including Government/NGO/civil society and non state actors in the deployment of actions.

• Produce a regular implementation report which describes the progress of MS-NPAN implementation, issues and a clear description of complementarity of actions, and their implication.

3: Establish, implement, and strengthen the M&E system for the MS-NPAN at sub-national level and documentation.

• Support MS NPAN in developing a template for tracking of workplan implementation against targets and timelines for completion of activities.

• Support and facilitate the collection and compilation of key performance data (including baseline) for interventions selected to scale up

• Assist M&E focal points at S/R, NNC and the MS-NPAN core team in collecting required data from stakeholders at the state/region for regular data analysis and report (including summary dashboard) preparation and training of M&E focal points. Support MS NPAN Core team and the state/region joint multi-sectoral M&E team in organizing M&E training for sector department M&E staff.

• Support the MS NPAN Core Group and state/region Nutrition Promotion Committees (NPC) in convening regular (usually monthly) review meetings to discuss implementation of MS NPAN, achievement, challenges

• Provide timely report to State Health Director and LIFT FMO

The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

Education

Education

• A Bachelor's degree in Public Management and Administration, Business Administration, Public Health, Nutrition, Public Policy, Research, Health Economics or any other relevant area is required.

• A Master's degree in the above mentioned subject is preferred but not a requirement and may substitute for some of the required years of work experience.
Experience

- Minimum 2 years of professional experience in nutrition, or public health policy and programming, or health systems development is required.

- Significant experience working in the fields of nutrition, or food security is preferred.

- Experience with Governance systems assessment of Multi-sectoral programs is highly preferred.

- Experience working and/or cooperating with development partners, including donors, government counterparts across sectors and local partners is required.

- Experience in working/ familiarity with government regulations and a deep understanding of key stakeholders and institutions is preferable.

- Strong experience on issues related to institutional frameworks, organizations and multi-sectoral coordination mechanisms in developing countries is preferable.

- Demonstrated experience in Monitoring & Evaluation is highly preferred.

- Experience with G Suite is preferred.

Language

- Full knowledge of English and Myanmar language 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**

Contract type: Local Individual Contractor Agreement  
Contract level: LICA8/ICS8  
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

**Additional Considerations**

- Please note that the closing date is midnight Copenhagen time.
- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- **Qualified female candidates are strongly encouraged to apply.**
- UNOPS seeks to reasonably accommodate candidates with special needs, upon request.
- Work life harmonization - UNOPS values its people and recognizes the importance of balancing professional and personal demands. We have a progressive policy on work-life harmonization and offer several flexible working options. This policy applies to UNOPS personnel on all contract types.
• 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 (around 4 hours) in your own time, before providing services to UNOPS.
• The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

It is the policy of UNOPS to conduct background checks on all potential recruits/interns. Recruitment/internship in UNOPS is contingent on the results of such checks.

Background Information - UNOPS

UNOPS is an operational arm of the United Nations, supporting the successful implementation of its partners’ peacebuilding, humanitarian and development projects around the world. Our mission is to help people build better lives and countries achieve sustainable development.

UNOPS areas of expertise cover infrastructure, procurement, project management, financial management and human resources.

Working with us

UNOPS offers short- and long-term work opportunities in diverse and challenging environments across the globe. We are looking for creative, results-focused professionals with skills in a range of disciplines.

Diversity

With over 4,000 UNOPS personnel and approximately 7,000 personnel recruited on behalf of UNOPS partners spread across 80 countries, our workforce represents a wide range of nationalities and cultures. We promote a balanced, diverse workforce — a strength that helps us better understand and address our partners' needs, and continually strive to improve our gender balance through initiatives and policies that encourage recruitment of qualified female candidates.

Work life harmonization

UNOPS values its people and recognizes the importance of balancing professional and personal demands.

DISCLAIMER

The screening of your application will be conducted based on the information in your profile. Before applying, we strongly suggest that you review your UNOPS Jobs profile.
to ensure completeness, especially the education and experience sections.

RELEVANT STORIES

- "Each place that I work in has so much history and culture to explore and I am lucky enough to enjoy it all, while helping improve the health of local communities"
  
  **Nang Shri Seng Lao**  
  Unops Logistics Officer, Myanmar

- "I am very proud to be a member of the UNOPS family. The projects and partners we work with really benefit those who need it most"
  
  **Vicente Huaquisto**  
  Driver At Unops In Peru

**Explore our work >>** (https://www.unops.org/news-and-stories/?type%5B%5D=StoryArticle)