Programme Management Office Specialist (Grants and Contracts) - Re advertised

**Job categories**  
Programme Management

**Vacancy code**  
VA/2021/B5506/21154

**Level**  
ICS-10

**Department/office**  
AR, MMCO, Myanmar

**Duty station**  
Yangon, Myanmar

**Contract type**  
International ICA

**Contract level**  
IICA-2

**Duration**  
Open-ended (subject to organizational requirements, availability of funds, and satisfactory performance)

**Application period**  
02-Feb-2021 to 23-Feb-2021

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 Programme Management Office (PRMO) Specialist (Grants and Contracts) will be working within the Programme Management Office at MMOC, supporting multiple funds/programmes such as Access to Health Fund, LIFT Fund, Joint Peace Fund, SECO trust fund, Nexus Response Mechanism etc. The PMO has a flat and decentralized structure to continue supporting the specific needs of the individual programmes, while fostering cross pollination of information and knowledge between programmes as well as the implementation of best practices across the programmes.

PRMO Specialist (Grants and Contracts) reports directly to the Head of PMO who provides direction and general supervision. The PRMO Specialist (Grants and Contracts) will ensure close collaboration and engagement with the Programme Units of Funds and MMOC. He/she will manage the contracts and grants management team. She/he will be responsible to ensure timely and quality grant and contract management, standardizing MMOC work in grants management, knowledge and application of UNOPS relevant tools, systems, and processes. S/he is responsible to achieve results in the area/s of following responsibility.

**Functional Responsibilities**

Summary of key results:
- Grant management
- Capacity assessment and Capacity building
- Team Management
- Knowledge management and innovation
Grant Management:
The Programme Management Office (PRMO) - Specialist will supervise and manage his/her team to deliver on following activities:

- Timely preparation of grant awards requests, drafting of grant agreements and amendments thereof, using the approved templates ensuring that all agreements and amendments are constructed and issued in line with UNOPS legal and financial rules and regulations.

- Monitoring budgets in grant proposals and verification of their consistency with prevailing market rates.

- Provision of assistance in discussing/negotiation fee/cost as required.

- Verifications of reporting requirements and ensuring adherence to those requirements.

- Liaising closely with the Programme and M&E teams on any delays, risks or other difficulties in grant management.

- Review of payment requests and supervise processing payments based on the agreed payment schedules.

- Coordination of the process of the operational closure of projects.

- Contributing to the coordination and follow up on the audits of Implementing Partners (IP).

- Manage Call for Proposals.

Capacity assessment and Capacity building
The Programme Management Office (PRMO) - Specialist will ensure the following activities are successfully delivered for respective programmes:

- The team contributes to the review and update of the financial and operational capacity assessment approach of the fund managers, incorporating best practices and assessment tools.

- Financial and operational capacity assessments/Due Diligence Assessments (DDA) of the IPs are conducted as necessary, and follow-up actions are managed and identified in the assessment reports.

- IP capacity development and training in financial and organisational management are organized and delivered.

- Day-to-day help and guidance to the IPs is provided and coordinated with Program Unit to ensure IP understanding of, and compliance with, these standards.

- IPs receive required assistance in developing or strengthening their internal guidelines and policies to guide their project financial management and organisational activities and to ensure accountability.

- Standardization to the extent possible of IP capacity development efforts by UNOPS in Myanmar.
Team Management

- Oversee and manage the work of Grants and Contracts team by establishing team objectives, a work plan with key performance indicators and measurements, standards and expected results.

- Attract and retain talent and develop an agile and empowered team with the skills and competencies needed to ensure optimum performance and ability to respond to changing environment.

- Plan and propose to the Head of PMO required resources.

- Plan effectively and allocate resources to achieve goals and ensure the cost effective and appropriate use of resources in accordance with UNOPS standards of ethics, integrity and accountability framework.

- Promote teamwork and collaboration by providing the team with clear direction, objectives and guidance to enable them to perform their duties responsibly, effectively and efficiently.

- Continuously assess team and individual performance and effectiveness and recommending changes and/or corrective actions in the team structure and/or operations to enhance and maintain effectiveness in changing environment.

Knowledge management and innovation

- Keep abreast of and incorporate latest/best practices, approaches and technology to enhance the programme delivery and results.

- Institutionalise and share best practices and lessons for corporate development planning and knowledge building.

- Draft policy papers and/or recommend policy changes to align operations with changing environment.

- Lead the planning, implementation and organization of strategic capacity building of personnel, clients and stakeholders especially in the field of grant management.

- Coordinate with the Infrastructure and Project Management Group (IPMG) for tailoring good practices to meet the specific needs of UNOPS Myanmar.

Other
• Establish solid working relationship with key individuals across the range of implementing partners supported by the MMOC Programmes.

• Foster a positive work environment, respectful of both men and women, and ensure that the highest standards of conduct are observed.

• Manage the information flows between the implementing partners and team through consistent and consolidated reporting using dashboards to provide a high-level overview of performance.

• Ensure smooth workflow and communication with Programme and Finance teams.

• Update the Head of PMO on any deviations, outside of established tolerances, from the programme plan and the impact of changes or issues that arise during implementation accompanied by a range of solutions where possible.

• Identify and manage risks across all implementing partners to attain a programmatic overview of risk exposure.

**Education/Experience/Language requirements**

**Education**

• A Master's degree in business administration, finance, development studies or relevant discipline is required.

• A Bachelor's Degree in combination with 2 additional years of experience relevant to above duties and responsibilities may be accepted in lieu of the Master's Degree.

• Certification in PRINCE2 or PMP is preferred.

**Work Experience**

• A minimum of 5 years of progressively responsible experience in project and financial management is required.

• Experience in fund / grant management operations is a distinct advantage.

• Prior experience in working in Asia would be an asset.

• Experience in building and leading successful teams is an advantage.

• Good understanding of UNOPS Rules and regulations is an advantage.

• Experience in contract or/ and grant management would be an asset.

• Experience with G Suite is an asset.

**Languages**
**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: International Individual Contractor Agreement  
Contract level: IICA 2/ICS10  
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

National Candidates are also encouraged to apply. In the event that they meet all the requirements and are successful in the recruitment process, the equivalent level of ICS 10 (LICA 10) will be offered.

**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**