Programme Management Officer

Job categories                  Programme Management
Vacancy code                   VA/2021/B5506/21112
Department/office              AR, MMCO, Myanmar
Duty station                   Hpa-an, Myanmar
Contract type                  Local ICA Specialist
Contract level                 LICA Specialist-8
Duration                       Ongoing (subject to organizational requirements, availability of funds and satisfactory performance)
Application period             27-Jan-2021 to 17-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 Livelihoods and Food Security Fund (LIFT) is a multi-donor fund set up in 2009. LIFT aims to strengthen the resilience and sustainable livelihoods of poor households by helping people to reach their full economic potential. This is achieved through increasing incomes, improving the nutrition of women and children, and
decreasing vulnerabilities to shocks, stresses and adverse trends.

LIFT is a significant actor in Myanmar’s development. To date, over 14.5 million people in 82 per cent of Myanmar’s townships have benefitted from LIFT’s programmes. From January 2019, LIFT has been guided by a new five-year strategy that puts ‘leaving no one behind’ at the centre and will in particular focus on social inclusion and cohesion, increased support to areas affected by conflict, bringing displaced people into LIFT’s development programmes and working with Government at all levels on targeted policies that achieve gains in these areas.

LIFT has received funding from altogether 16 international donors since it was established. The current donors are the UK, the European Union, Switzerland, Australia, the United States of America, Canada, New Zealand, Norway and Ireland. For more details, visit [www.lift-fund.org](http://www.lift-fund.org/)

**Background Information to Position**

Under the new programme 2019-2023, LIFT launched the Call for proposals for the Southeast of Myanmar (Kayin, Kayah, Mon States and Thaninthary region) the “South East Myanmar Programme”


Operating within the interim arrangements in a conflict sensitive manner, LIFT’s programme in the South East of Myanmar aims to lay the groundwork for and catalyse, where possible, inclusive, climate-resilient and sustainable development in the region that addresses food, nutrition and livelihood security of the most vulnerable. This includes a specific focus on internally displaced people, returnees, women, youth and those at risk of labour exploitation

LIFT considers the independent LIFT-funded projects in the southeast of Myanmar to be part of a coherent programme, referred to as Southeast Programme. The overall objectives of the role of Coordinators are to:

1. Maximize the synergies between the LIFT-funded projects in the region
2. Generate learning for the LIFT Fund from these projects
3. Assist the LIFT teams to monitor the progress of activities against the Southeast Programme framework
4. Continuously engage with government, non-government actors, stakeholders and IPs to support the implementation of the Programme

**Functional Responsibilities**

Under the direct supervision of the Senior programme manager and in accordance with the UNOPS policies, procedures and practices, the Programme Management Officers shall carry out the following duties:

Tasks related to the implementation of activities:

- Identify, analyze and compare technical approaches used by LIFT partners. This will include highlighting and documenting similarities and differences of approach across partners and across townships.
• Maintain good communication with the programme partners as well as other key stakeholders in the townships and States, including the private sector, local authorities, non state actors as well as other organizations working in the focus townships.

• Facilitate communication to define areas of intervention with the aim to avoid geographical overlapping for the same kind of activities.

• Ensure that LIFT conflict sensitive principles are applied by all partners at programme and project levels.

• Support LIFT capacity building initiatives for implementing partners on conflict sensitivity, gender sensitivity, monitoring and evaluation and other issues.

• Establish communities of practice with partner-generated agendas.

• Document good practice and share lessons with LIFT partners.

• Organize exchange visits between the projects.

• Collaborate and share experiences with other implementing agencies working in the region and facilitate the dissemination of relevant documents between LIFT partners, other organizations (including the private sector and local authorities and other relevant stakeholders).

• Facilitate regular meetings in the programme areas for knowledge sharing among the organizations involved in implementing LIFT projects.

• Organize thematic meetings and assessments on topics relevant for the partners.

• Facilitate LIFT consultation process with all key stakeholders in the region including representatives of Government, the Private Sector, Civil Society Organisations and Ethnic Armed Organisations.

• Prepare a semi-annual report for the Programme, which highlights progress, challenges and emerging issues.

Tasks related to the Fund Management Office (FMO)

• Provide a monthly programme briefing for the FMO in Yangon on progress, challenges and emerging issues.

• Together with the FMO team, monitor the activities and results of the partners and follow up on the recommendations made after the monitoring visits.

• Maintain records on technical and financial aspects of programme operations, including monitoring of project activities and their outcomes; meeting minutes and decisions and recommendations of meetings and workshops in respective states.

• Keep abreast of key issues in the region, assessing their relevance to and implications for the LIFT Southeast programme. These issues should be raised with the FMO team.

• Follow UN security advices to assure the safety of staff from the fund management office and implementing partners.
In collaboration with the LIFT partners, suggest studies and surveys in the areas that may be applicable to the Southeast programme.

Ensure the timely submission of project narrative, financial and M&E reports in accordance with LIFT Guidelines.

Assist the LIFT programme and M&E teams in documentation, data collection and the organisation of surveys/assessments.

Support and facilitate LIFT Fund Board and FMO staff monitoring visits in the southeast region with LIFT partners there.

The position will be located in Hpa-Han, Kayin State, but the incumbent is expected to have regular visits to the FMO in Yangon.

The Senior Programme Manager will monitor the performance of the Programme Management Officer in line with their assignments, with secondary backstopping provided by the thematic team leader responsible for managing the Southeast programme.

**Education/Experience/Language requirements**

**Education**

- Bachelor degree in agriculture, natural resource management, food security, social sciences, economics, development studies or other job related field is required,

- Master degree in any of the above-mentioned subjects or other related fields is desirable but not a requirement.

**Experience**

- Minimum 2 years work experience preferably in programme management and coordination an emphasis on livelihoods is required.

- Experience working with development organizations including INGOs, donors, CSOs, government and private sector in the Southeast is highly desirable.

- Experience of liaising effectively with key stakeholders from NGOs, UN organizations and local government offices, EAOs, Ethnic based organizations, CSOs, etc. are desirable.

- Proven capability to work with minimum supervision and with significant levels of autonomy is highly preferred.

- Strong computer skills, including internet navigation and various office applications. Proficiency in the use of spreadsheets (preferably MS Excel), word processing and presentations software packages (preferably MS Word) is required.

- Ability to plan and organize work and to develop clear goals that are consistent with agreed strategies is highly preferred.
Language requirements

- Fluency in both English and Myanmar languages are required.
- Knowledge of karen language is considered a valuable asset

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](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.

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**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 (https://jobs.unops.org/pages/User/CreateProfile.aspx) to ensure completeness, especially the education and experience sections.

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**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

- “UNOPS is a results-oriented organization – it therefore pushes me to perform at my best every day.”

  **Mariacarmen Colitti**
  Senior Partnerships and Liaison Advisor

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