

I. Position Information

Position Title:	Programme Management Senior Officer (Disaster Risk Reduction)
Position Level:	ICS-09, P2
Organisational Unit:	APR, MMCO, Myanmar
Duty Station:	Yangon (Non-Family Duty Station), Myanmar
Duration:	1 year with possible extension depending on organizational needs
Supervisor:	Deputy Fund Director

II. Organizational Context

Background Information: UNOPS 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 and other UN agencies. 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.

Livelihoods and Food Security Fund (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 include the United Kingdom, the European Union, Switzerland, Australia, the United States of America, Canada, New Zealand, Norway, and Denmark, and for more details visit www.lift-fund.org.

Purpose and Scope of Assignment

Under the direct supervision of the Deputy Fund Director and with support and direct interaction with the Programme Coordinator, the Junior Professional Officer - Programme Management Senior Officer (Disaster Risk Reduction) will implement activities aimed at developing a disaster risk assessment methodology, conducting disaster risk assessments, and creating a rehabilitation and recovery plan that focuses on livelihoods and food security in Myanmar's unique socio-economic-political context and vulnerability to natural disasters. This should include leadership on nascent plans for early action and shock responsive interventions as a key driver for resilience and humanitarian-response mitigation.

The JPO will carry out the following tasks in alignment with UNOPS policies, procedures, and practices.

III. Functional Responsibilities / Key Results Expected

Summary of Key Functions:

1. Programme Design and Management
2. Knowledge Management for subject area
3. Coordination with stakeholders to ensure cohesive and relevant interventions.
4. Shock responsive/early action interventions and thought leadership

With guidance and support, the JPO will be requested to:

1. Programme Design and Management:

- Lead the implementation of disaster risk reduction (DRR) and resilience-building initiatives within the LIFT Fund Management Office;
- Substantially contribute to the development of a comprehensive disaster risk assessment methodology tailored for the LIFT Fund, providing guidance on accessing relevant disaster risk information;
- Conduct disaster risk assessments and deliver technical input for the design and implementation of effective disaster risk reduction strategies;
- Integrate and adapt international DRR terminology and approaches to ensure relevance within the LIFT Strategy and Plan of Action;
- Provide significant contributions to the development of thought leadership and practice for early action/shock responsive interventions.

2. Knowledge Management for subject area

- Actively collaborate with stakeholders to share case studies, lessons learned, and best practices in Disaster Risk Reduction and Disaster Risk Management;
- Identify and address critical gaps to foster a culture of emergency preparedness and enhance response readiness across the LIFT Fund;
- Review disaster events to develop and maintain an up-to-date hazard map that informs planning and response strategies;
- Build and sustain strategic partnerships with a diverse range of stakeholders, including development coordination mechanisms, private sector entities, and other organizations, to enhance collaborative efforts in DRR.

3. Coordination with stakeholders to ensure cohesive and relevant interventions

- Organize and lead coordination meetings to discuss progress, share insights, and align priorities for disaster risk reduction efforts;
- Develop disaster risk reduction and emergency response action plan in coordination with relevant stakeholders within the LIFT Fund Management Office and key implementing partners.

4. Shock responsive/early action interventions and thought leadership

- Develop, test and deploy standardised assessment tools to evaluate needs and vulnerability quickly in the aftermath of a disaster, enabling timely and informed decision-making for early action;
- Explore and support the development of innovative approaches and user-friendly technologies that enable early action interventions and position LIFT fund as a thought leader in disaster risk reduction

IV. Impact of Results/ Monitoring and Progress Controls

The JPO's contributions will significantly enhance the effectiveness of disaster risk reduction efforts, ensuring improved communication, knowledge sharing, and reporting standards, ultimately leading to better preparedness and response in the face of natural disasters in Myanmar.

V. 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. **(Applicable only for levels ICS-10 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, utilising 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 behaviour. 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.

VI. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> • Master's degree or equivalent preferably in disaster risk management, climate science, social science, earth sciences, rural development, international development, business administration, public administration, or any related discipline is required; • A First-level University Degree (Bachelor's) in combination with additional two years of relevant professional experience may be accepted in lieu of the advanced university degree.
Experience:	<ul style="list-style-type: none"> • A minimum 2 years of relevant work experience in disaster risk assessment, disaster recovery planning, early action, shock responsive interventions, hazard mapping and related areas. • Experience in the usage of computers and office software packages (e.g. MS Office newer versions, Google Suite Applications) is required.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in English is mandatory. • Knowledge of a second UN language is an advantage.

VII. Signatures- Post Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Michael HUGGINS, Fund Director		
Name / Title	Signature	Date
Regional Director		
Name / Title	Signature	Date