

TERMS OF REFERENCE

Title: Project Management Support Senior Officer
Duty station: Yangon, Myanmar
Section/ Unit: Programme Management Office (PMO), UNOPS Myanmar
Proposed Grade: ICS-09
Duration: One year
Supervisor: Head of Programme Management Office, UNOPS Myanmar

1. Background Information – UNOPS Myanmar

UNOPS is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. UNOPS's 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. UNOPS workforce represents a wide range of nationalities and cultures. UNOPS 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. UNOPS values its people and recognizes the importance of balancing professional and personal demands.

Myanmar is one of UNOPS' leading offices in Asia, acting as fund manager for some of the largest development programmes in the country, namely the Access to Health, the Livelihood and Food Security Fund (LIFT), the Joint Peace Fund (JPF), Nexus Response Mechanism and the Local Assistance Myanmar Programme (LAMP). 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, 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.

2. Background - Job Specific

Fund Management has become a recognized strength of UNOPS Myanmar and a new potential business model for other country offices in the region. UNOPS Myanmar Programme Management Office (PMO) supports grants management, budgeting and reporting, capacity assessment and building of implementing partners and oversight and compliance. Programme Management Office (PMO) contributes to developing and implementing strategies to enhance the competencies and position of UNOPS in sustainable programme/project management and services to partners, stakeholders and UN system partners. It also functions as the Asia Pacific Centre for Fund Management (CFM), as designated by the Regional Office.

Reporting to the Head of the Programme Management Office, the Project Management Support Senior Officer will drive the process of project and programme management maturity to enable UNOPS Myanmar to become a centre of excellence and to contribute to the strategic goals of the Asia Pacific Region in fund management. S/he will work closely with internal stakeholders such as the Fund Directors, UNOPS Myanmar Director & Representative, the Head of Programme and regional entities.

3. Functional Responsibilities

Center for Fund Management support:

- Support in standards and guidance preparation and roll out activities
- Prepare partnerships materials for developers on fund management
- Support in strengthening fraud and safeguards framework for downstream partners
- Support in roll out of tools and dashboards for fund management
- Support in roll out of information management strategy
- Support in completion of maturity improvement roadmap
- Contribute to the completion of Key performance indicators reporting for programmes
- Coordinate the pool of retainers and service providers

Sustainable programme management:

- Provide surge capacity to programmes on planning, assurance and reporting
- Support programmes in mainstreaming sustainability considerations, especially environmental, social, gender and conflict sensitivity into its activities as needed
- Support programmes in meeting all donor and UNOPS corporate sustainability requirements
- Support in other relevant duties assigned by the supervisor

Programme knowledge management and innovation:

- Prepare presentation materials, document case studies, write blogs, to showcase funds and CFM
- Actively share lessons learned and best practices in corporate and regional communication platforms such as community sites, toolkits etc
- Proactively scout for innovative ideas on process, policy and technology/tools aspect which is relevant for the regional center for Fund Management in programme management
- Support implementing partners in prototyping and piloting shortlisted innovative ideas

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

4. Qualifications & Experiences

Education

- Master's degree or equivalent in development studies, business administration, project management or a related field is required.
- Bachelor's Degree with an additional 2 years of relevant work experience to the above duties and responsibilities may be accepted in lieu of Master's Degree.
- Certification in project management (PRINCE2, PMP) or programme management (MSP) would be an asset but is not a requirement.

Experience

- At least 2 years' of professional-level experience in project and/or programme management is required.
- Experience in Project / Programme maturity assessments and establishing best practices in Project/ Programme Management is a distinctive asset.
- Experience in PMO operations and capacity building is desirable.

- Prior experience working in Asia region would be an asset.
- Previous experience in the development sector is an asset.
- Knowledge of, and experience with Microsoft Office. Familiarity with Google workspace is an advantage.

Language

- Fluency in English, written and oral is essential.
- Knowledge of an additional UN language is desirable.

UNOPS Core Values/ Competencies

Key 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 one's 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 your own approach to suit changing circumstances or requirements. Reflects on experiences and modifies one's 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.