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| Agency |
|  | | UNDP | | | | |
|  | Title | |
|  | Programme Specialist, Governance and Sustainable Peace | | | | |
|  | Job ID | |
|  | 13609 | | | | |
|  | Practice Area - Job Family | | Management - GOVERNANCE AND PEACE BUILDING | | | | |
|  | Vacancy End Date | |  | | | |  |  | | --- | --- | |  |  | |  | (Midnight New York, USA) | |  |
|  | 29/12/2017 | | |  |
|  |  |  |
|  | Time Left | |  |  |
|  | 11d 17h 15m | | | | |
|  | Duty Station | | Yangoon, Myanmar | | | | |
|  | Education & Work Experience | |
|  | I-Master's Level Degree - 5 year(s) experience | | | | |
|  | Languages | |  |  |  | | --- | --- | --- | |  |  |  | |  | Required: | | |  | Desired: |  | | |  | English | | |
|  |  | | |
|  |  |  |
|  | Grade | |  |
|  | P3 | | | | |
|  | Vacancy Type | | FTA International | | | | |
|  | Posting Type | |
|  | External | | | | |
|  | Bureau | | Asia & the Pacific | | | | |
|  | |  | | --- | |  | | | | | | | |
|  | | | | | | | |
|  | Contract Duration | |  |  |  |  |  |
|  | 1 Year with possibility for extension | | | | |

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| Background |
|  | Job Title: Programme Specialist, Governance and Sustainable Peace  Department: UNDP Myanmar  Reports to: Programme Advisor - Governance and Sustainable Peace Chief of Unit  Grade Level: P3  Duty Station: Yangon (with relocation to Naypyidaw when conditions permit)  Myanmar has embarked on a major transition towards democracy, market style economy and peace. Myanmar has low middle-income status (LMIC) and is committed to lifting itself out of Least Developed Country (LDC) status within the next seven years. Following the implementation of the first ever UNDP Country Programme during 2013-2017 and as a key development partner of the government of Myanmar, UNDP will implement a new UNDP Country Programme for the period 2018-2022, striving to deliver on a large and relevant programme portfolio that is responsive to the main development challenges facing the country.  The UNDP Country Office in Myanmar is a key interlocutor and advisor to the union government on parliamentary development, rule of law, human rights, access to justice, civil service reform and anti-corruption issues and is expanding its programme at the state, region and township levels in order to ensure stronger institutions at all levels of government as well as broader civic engagement as part of the effort to support Myanmar’s democratic transition and build and sustain peace.  The UNDP Myanmar Governance and Sustainable Peace Team anchors UNDP’s programme portfolio in these areas and provides thought leadership on cross-cutting development issues in Myanmar, and globally, to ensure that UNDP’s mandate of convening development partners in support of the national development agenda, informed by a commitment to the 2030 Agenda and the Sustainable Development Goals, is amplified by internal knowledge, research, and stand-out policy advice.  The new UNDP Myanmar Country Programme (2018-2022) is being finalized and a new structure to support a more integrated and collaborative way to help Myanmar achieve sustainable development and sustainable peace will be implemented. The Country Office has aligned the new oﬃce structure with the new CPD and designed new ways of working that will facilitate more collaboration across the office, create the foundations for more sub-national level work and higher delivery, facilitate the transition of the country oﬃce from Yangon to Naypyidaw during the upcoming CPD period, and emphasize learning and support to national staﬀ capacity development.  The Programme Specialist works under the direct supervision of the Programme Advisor – Governance and Sustainable Peace Chief of Unit. S/he also works in close collaboration with his/her Unit and other Programme Units, the Programme Support, Strategic Planning and other teams, Programme staff in other UN Agencies, UNDP HQ and Bangkok Regional Hub staff, Government officials, technical advisors and experts, multi-lateral and bi-lateral donors and civil society to help implement the UNDP country programme in the area of governance and sustainable peace. S/he provides quality technical advice to Government and partners in his or her work area.  The Programme Specialist will be initially based in Yangon but with relocation to Naypyidaw when conditions permit. S/he will need to spend a balance of time between the Yangon and Naypyidaw offices until eventual full-time transition to the Naypyidaw office.  UNDP Myanmar is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position. |
|  | Duties and Responsibilities |
|  | 1) Supports strategic development of Governance and Sustainable Peace Programme activities from design through implementation, focusing on achievement of the following results:   * Conducts thorough analysis of the political, social and economic situation in the country and collaborative preparation/revision of project documents, AWP and other documents in the area of work; * Ensures operationalization of CPD though ongoing and new programmes and projects and in collaboration with the main partners and other UN Agencies. Identifies opportunities for new programme/project development including joint programming with UN agencies; * Identifies, in close collaboration with national and international partners, strategic programme areas of cooperation; * Designs and formulates components of UNDP programme translating programme priorities into local interventions and ensuring coordination and networking with clients, stakeholders and programme partners; * Collaborates with colleagues in Bangkok Regional Hub (BRH) and HQ to apply in country programming new global and regional initiatives, polices and knowledge products.   2) Manages assigned programme components, focusing on achievement of the following results:   * Provides component managerial leadership, technical guidance, oversight and quality control of program operations from planning, budgeting to implementation and monitoring and evaluation, ensuring that results are delivered in accordance with work plan, standards, allocations, framework and rules and regulations; * Ensures effective application of RBM tools, establishment of management targets and monitoring achievement of result, as quality assurance, ROAR, IWP etc.; * Leads the annual work planning process with CO units and project managers; * Monitors work plan implementation, ensures it is on track, and supports resolution of bottlenecks working with CO units, BRH and HQ; * Develops programme / outcome level work plan, monitoring plan, human resources and procurement plans; * Drafts Terms of References and procurement specifications; * Prepares periodic and ad hoc reports; ensures timely completion of required quarterly and annual reports; * Ensures project and programme reviews and evaluations take place; * Maintains regular contact with project and programme counterparts in order to ensure monitoring of projects' progress, monitoring of unit work plans, programme effectiveness and achievement of results; * Organizes regular coordination across outcome teams and other projects to ensure synergies and integration; promotes cross component and cross programme collaboration; * Supports audit exercises; * Takes on corporate and CO responsibilities such as participation in CAP and interview panels.   3) Establishes and maintains strategic partnerships and supports resource mobilization, focusing on achievement of the following results:   * Implements CO partnerships and resource mobilization strategy to achieve programme outcomes; * Researches and analyses information on existing and new partners; * Develops ideas and concepts for possible areas of cooperation; * Establishes close working relationships and creates programmatic linkages with relevant government agencies; UN Agencies, IFI’s, bi-lateral and multi-lateral donors, private sector and civil society; * Suggests programmatic areas of co-operation based on UNDP´s strategic goals, country needs and donor priorities; * Identifies funding opportunities for ongoing and new projects. * Identifies and supports development of national partnerships for service provision to projects in areas such as monitoring, training, and others; * Represents UNDP at external meetings within his/her area of programming.   4) Ensures provision of top quality advisory services and facilitation of knowledge building and management, focusing on achievement of the following results:   * Identifies sources of information related to policy-driven issues; identifies and synthesizes best practices and lessons learned directly linked to programme country policy goals; * Coordinates and ensures integration in project design the development of policies, institutions and advocacy that will address the country problems and needs in collaboration with the Government and other strategic partners; * Supports the establishment of advocacy networks at national level and linked to international networks; * Implements relevant, high-impact advocacy campaigns with key partners; * Ensures that lessons learned from projects are captured and recorded into the CO knowledge networks; * Builds capacities of national staff  and mentors staff in the area of work; * Ensures provision of top quality advisory services and facilitation of knowledge building. |
|  | Competencies |
|  | Core  **Innovation**  Ability to make new and useful ideas work  Level 5: Creates new and relevant ideas and leads others to implement them    **Leadership**  Ability to persuade others to follow  Level 5: Plans and acts transparently, actively works to remove barriers    **People Management**  Ability to improve performance and satisfaction  Level 5: Models high professional standards and motivates excellence in others    **Communication**  Ability to listen, adapt, persuade and transform  Level 5: Gains trust of peers, partners, clients by presenting complex concepts in practical terms to others    **Delivery**  Ability to get things done while exercising good judgement  Level 5: Critically assesses value and relevance of existing policy / practice and contributes to enhanced delivery of products, services, and innovative solutions    **Technical/Functional**  **Primary**  **Trends and emerging areas analytics**  Ability to scan the horizon and identify approaches and initiatives to bring into policy and programme design  Level 5: Originate: Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise    **Results-Based Management**  Ability to manage programmes and projects with a strategy aimed at improved performance and demonstrable results  Level 5: Originate: Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise    **Partnerships**  Ability to engage with other agencies, donors, and other development stakeholders and forge productive working relationships  Level 5:Originate: Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise    **Project Management**  Ability to plan, organize, and control resources, procedures and protocols to achieve specific goals t Management  Level 5: Originate: Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise    **Knowledge Management**  Ability to efficiently handle and share information and knowledge  Level 5: Originate: Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise    **Secondary**  **Resource Mobilization**  Ability to identify and organize programmes  and projects to implement solutions and generate resources (definition is unclear and not well linked to the stated competency)  Level 3: Apply & Adapt (Recognized contributor with demonstrated ability) |
|  | Required Skills and Experience |
|  | **Education**   * Master’s Degree or equivalent in Development Studies, Political Sciences, Economics, Social Sciences, Law, Public Administration, Peacebuilding or related field; * Prince2 training and certification, RMG are desirable.   **Experience**   * Minimum of 5 years of progressively responsible experience in governance and sustainable peace programmes and project management in international development organizations and/or bilateral development agencies. * Experience of working with UNDP or another UN agency would be an asset. * Experience in working in South-East Asia and/or in countries in transition would be an asset * Proven ability to work effectively in multi-disciplinary and multi-cultural teams. * Sound understanding and capability to empower and develop the capacity of national staff. * Proven programmatic management experience with sound knowledge of all aspects of the project cycle (design, implementation, monitoring & evaluation). * Excellent skills in fundraising, resources mobilization and donor relations would be an asset. * Strong interpersonal and written and oral communication skills   **Language Requirements**   * Excellent command of written and spoken English |
|  | Disclaimer |
|  | Only those candidates in whose qualifications and experience the Organization has further interest will be contacted for subsequent interview(s).  UNDP is an equal opportunity employer and is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply." UNDP regrets its inability to reply individually or attend to telephone queries on the advertised posts |