

Senior Programme Manager

Job categories	Programme Management
Vacancy code	VA/2022/B5505/23922
Level	ICS-11
Department/office	AR, BDMCO, Sri Lanka
Duty station	Colombo, Sri Lanka
Contract type	International ICA
Contract level	IICA-3
Duration	36 Months
Application period	07-May-2022 to 21-May-2022

Applications to vacancies must be received before midnight Copenhagen time (CET) on the closing date of the announcement.

Background Information - Job-specific

In 2020 the World Bank approved a USD 37 million Plastic Free Rivers and Seas for South Asia (PLEASE) project to strengthen innovation and coordination of circular economy solutions to plastic pollution flowing into South Asian Seas. The project focuses on three key objectives, (1) improve identification and testing of plastic pollution mitigation solutions; (2) to increase leveraging of policy solutions and public-private sector engagement in plastic pollution, waste and leakage mitigation across the value chain; and (3) to strengthen regional integration institutions.

The responsible agency to implement the PLEASE project designated by the World Bank is the South Asia Cooperative Environment Programme (SACEP). SACEP member countries are Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka. In addition, SACEP serves as the secretariat of the South Asian Seas Programme (SASP), one of 18 such Regional Seas Programmes of the United Nations Environment Program. The regional project would support SACEP to administer relevant project activities via the following insertional structure, which includes a Ministerial Level Governing Council (GC), Consultative Committee (CC), National Focal Points (NFPs), Subject Area Focal Points (SAFP), and a Colombo-based Secretariat.

Functional Responsibilities

The Senior Programme Manager will manage the UNOPS team to work collectively with the SACEP PIU in developing required PLEASE project outputs in Component 1 and 3. The Senior Programme Manager of UNOPS and Implementing Partner with the Project Director of the PIU may make minor modifications to the tasks outlined as required, to comply with guidelines and procedures stated in the Project Operations Manual(POM), and improve the quality of the overall outcome. The Senior Programme Manager is responsible for delivering UNOPS implementation support to SACEP Programme Implementation Unit under the Terms of Reference agreed between UNOPS and SACEP and as embodied in the MOU between UNOPS and SACEP. The Senior Programme Manager will provide support to the SACEP PIU in establishing an effective and efficient process of evaluating potential partners within the scope of Component 1 of achieving plastic free seas via block grant disbursement, provide grant management support to the PIU in the evaluation of criteria of block chain recipients and enabling capacity building in grant management to the PIU. The Senior Programme manager will also supervise the infrastructure project manager on the implementation of the SACEP HQ building.

Under the overall supervision of the UNOPS Sri Lanka Country Manager and working closely with the SACEP PIU Director, the Senior Programme Manager will be responsible for:

Stakeholder Management:

- Establish solid working relationship with the PIU and PLEASE project SACEP PIU, current and potential partners and key stakeholders;
- Support the PIU in internal and external communications and ensure stakeholders are aware of the Programme activities, progress, exceptions;
- Advise the partners on issues that may impact the achievement of their outcomes;
- Manage the information flows between the SACEP PIU Director, the UNOPS Country Office management and the programme implementation unit;
- Act as UNOPS Sri Lanka's focal person on the programme's matters towards the counterparts, including, but not limited to, UN partners, donors, civil society and implementing partners.

Delivery and Performance:

- Implement approved programme plans (including the establishment of milestones) within tolerances set by the SACEP PIU;
- Advising the SACEP PIU on issues such as project, work-package and activity selection for funding and their associated fiduciary management operations, such as budgets, cash flow and expenditure;
- Ensuring principles of human rights, conflict sensitivity, gender equity, peace, voice and accountability, 'doing no harm' and aid effectiveness in all activities associated with the programme, including in the selection criteria of block grants;
- Manage delivery of the programme's outputs along with the PIU, taking joint responsibility for overall progress and use of resources and initiating corrective action where necessary;
- Assisting the PIU to manage the programme to ensure performance in the areas of finance (budget/cash flow/expenditure), work planning and resource mobilization, monitoring and evaluation (M&E) and procurement operations;

- Monitor and provide guidance on activities to be delivered by the UNOPS team or grants by implementing partners as pre-agreed by the PIU;
- Advise the SACEP PIU and governance structures and UNOPS Executive Management Team of deviations that have or will exceed set tolerances as approved in the programme plan;
- Assist the PIU to identify and manage risks so that maximum benefit to client and stakeholders is achieved;
- Monitor and evaluate the performance of service providers from a fiduciary and contract management perspectives;
- Control risks to UNOPS internal business case and take corrective actions;
- Represent UNOPS at SACEP PIU/ CFP/ Governing Council meetings on behalf of the programme on a periodic basis in order to discuss key issues and propose solutions to fiduciary and operational challenges that arise;
- Monitor progress of the programme at a strategic level and ensure periodic progress and updates are made to the SACEP PIU.

Procedures:

- Ensure that all Programme activities comply with UNOPS Financial Regulations and Rules (FRR) and other applicable policies;
- Understand and manage the application of the UNOPS pricing policy and related corporate charges to the projects and work-packages funded by the programme;
- On behalf of UNOPS, contribute to the development of work plans for approval by the PIU and SACEP PIU;
- Ensure that capacities of implementing partners are commensurate with funding requirements;
- Together with the PIU understand the structure and approaches of the implementing partners and evaluate and adjust budget appropriately for programme personnel overseeing their activities;
- Ensure that all reporting requirements per the legal agreements as well as internal UNOPS requirements are met;
- Maintain critical programme records/documents on the UNOPS Google Shared Drive (online audit/record retention folder);
- Ensure appropriate measures have been documented in a Closure Plan to facilitate the transition of operations in the final stage of delivery.

Knowledge Management:

- Participate in relevant UNOPS Communities of Practice;

- Actively interact with the PM community to share case studies, lessons learned and best practices;
- Provide feedback to HQ Group Leads on policies and supporting guidances with an aim towards continuous improvement of UNOPS policies, complete lessons learned as per reporting format;
- Contribute to PIUs knowledge management initiatives;
- Further duties may be identified throughout the implementation period.

Personnel Management:

- Managing personnel and ensuring behavior consistent with UN values;
- Ensure that performance reviews are conducted systematically and on time;
- Take part in selection, recruitment and training of the team as required by programme plans;
- Ensure safety and security for all personnel and comply with UNDSS standards.

Monitoring and Progress Controls

The Senior Programme Manager will report to the UNOPS Country Manager Sri Lanka and the Maldives and make contributions as per these TOR. The Senior Programme Manager will also work collaboratively with the SACEP Director General, SACEP Program Director and SACEP PIU. A work plan will be formulated and agreed between the Senior Programme Manager, and the SACEP PIU with clearly defined outputs, milestones and reporting requirements.

Education/Experience/Language requirements

Education

- Advanced university degree (Master's or equivalent), preferably in law/human rights, social science, international development, business administration, public administration, international relations or related areas is required.
- Bachelor's Degree with additional 2 years of relevant work experience to the above duties and responsibilities may be accepted in lieu of Master Degree.
- PM Certification such as PRINCE2® or MSP® or PMP® is an asset.

Work Experience

- A minimum of 7 years of progressively relevant working experience is required and out of this at least 5 years of working in the areas of development, displacement, peace building and reconciliation, or recovery and livelihoods, or humanitarian response, or humanitarian-development-peace nexus, or other related areas is desired.
- Experience in working on grant management/ fund management projects/ programmes is highly desirable.

- Solid experience managing programmes at a strategic level with financial oversight is a strong asset.
- Experience in working with the private sector and on World bank funded programmes is a strong asset.
- Proven track record of providing fiduciary oversight of development projects and programmes is highly desirable.
- Working experience in South Asia will also be an asset.
- Solid experience of managing, or having worked in a senior position with a large multi-donor fund or programme is desirable.

Language

- Fluency in English is required;
- Knowledge of an additional UN language is desirable.

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: Individual Contractor Agreement

Contract level: IICA 3

Contract duration: 36 months

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. 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.

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

RELEVANT STORIES

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

Mariacarmen Colitti

Senior Partnerships and Liaison Advisor

- "While the JPO programme was a learning experience for me, I was also able to share my own knowledge and skills with those I supervised later on."

Pierre Jullien

Director And Representative, Côte D'ivoire Operations Centre

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