

Project Management Support - Specialist (Grant Management)

Job categories	Project Management
Vacancy code	VA/2022/B5505/24264
Department/office	AR, LKMCO, Sri Lanka
Duty station	Colombo, Sri Lanka
Contract type	Local ICA Specialist
Contract level	LICA Specialist-10
Duration	Open-ended, subject to organizational requirements, availability of funds and satisfactory performance
Application period	19-Jul-2022 to 01-Aug-2022

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

Background Information - UNOPS

**** The position is open to Sri Lankan nationals only ****

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement and infrastructure services to a wide range of governments, donors and United Nations organizations. With over 7,000 personnel spread across 80 countries, UNOPS offers its partners the logistical, technical and management knowledge they need, where they need it. By implementing around 1,000 projects for our partners at any given time, UNOPS makes significant contributions to results on the ground, often in the most challenging environments.

Background Information - Sri Lanka

UNOPS in Sri Lanka

UNOPS has supported Sri Lanka's development since 1998, expanding operations in 2005 to support the post-tsunami response and reconstruction process. Within the organization's mandate in project management, infrastructure, and procurement, UNOPS Sri Lanka implements customized socio-economic development projects that benefit vulnerable people and develop national capacities. Achievements in Sri Lanka include the development of sustainable and climate-resilient infrastructure, procurement services & capacity building, and project management in education, fisheries, roads, health, water supply systems; flood control and sanitation, and integrated solid waste management sectors. UNOPS works closely with Government counterparts and communities to ensure increased ownership, sustainability and accountability of Projects. Key projects in Sri Lanka include the Technical Project Management support for the Maternal and Newborn Health Care Strengthening Project in Matara District, Sri Lanka funded by KOICA.

UNOPS Sri Lanka also facilitated over \$22 million worth of procurement of COVID-19 protection equipment and services in partnership with the World Bank, the Government of Japan, and the United Nations Multi-Partner Trust Fund

Project Information: UNOPS has signed an MOU with an intergovernmental organization called SACEP (South Asia Cooperative Environment Program). SACEP is implementing the WB-funded PLEASE Project in South Asia. UNOPS signed a Project Agreement with SACEP (South Asia Co-operative Environment Programme) on 9 June 2022. In accordance with the Agreement, UNOPS should provide implementation support and advice to SACEP in implementing the Plastic free Rivers & Seas for South Asia Project (PLEASE). In Particular, UNOPS is expected to assist the PIU in implementing RBG (Regional Competitive Block Grant) under Component 1 of PLEASE. Under the overall Supervision of the UNOPS International Project Manager. The Incumbent will support the SACEP PIU and provide Technical Assistance in Implementation of the Component 1 of PLEASE Project, especially in activities listed below

Functional Responsibilities

1. Grant Management

- Work closely with SACEP and PIU on timely preparation and quality management of call for proposals;
- Provide substantive support to SACEP and PIU in shortlisting (including: technical evaluation, feasibility evaluation, assessment of ToC, underlying assumptions, extended outcomes, capacity of Grantees to deliver);
- Lead on preparation of necessary documentation related to shortlisted proposals for SACEPS PIU/s submission to respective RBG Selection Committees;
- Provide substantive support to SACEP and PIU during elaboration of full proposals;

- Provide advice and quality support to PIU in evaluating proposals and making recommendations to internal Governance structures of SACEP;
- Support SACEP and PIU in reviewing Grantees narrative reports;
- Preparing other narrative reports and submitting to SACEP and PIU periodically.

2. Financial Management

- Work closely with SACEP and PIU on review of Grants budget and financial reports;
- Lead on financial monitoring of the Project, identification of operational and financial problems, and development of solutions
- Provide support in advice to PIU and SACEP on n budget reallocation requests from Delivery Partners or analysis of financial reports;
- Provide Support and advice in planning, budgeting and monitoring of the portfolio, tracking the use of financial resources;
- Provide substantive support to SACEP and PIU in coordination of audit reports and Grantee's Financial Capacity Assessments (Due Diligences).

3. Monitoring and Evaluation

- Work closely with SACEP and PIU on monitoring grants;
- Assist and advice SACEP and PIU on developing field monitoring checklists and reporting templates of grantees;
- Assist in the active assessment of portfolio performance with a view to assure quality assurance, support the quarterly quality assurance process.

4. Knowledge Management

- Assist PIU in harnessing latest available knowledge on technology for grants management;
- Provide quality advice and support to PIU and SACEP on periodic review and update of the Project Operational Manual and to reflect best practices;
- Lead on updating necessary SOPs, guidelines and templates;
- Assist in providing training and technology transfer to SACEP adn PIU personnel and advice on good grant management practices,
- Contribute to the dissemination and sharing of best practices and lessons learned for development planning and knowledge building.

- Provide feedback, ideas, and internal knowledge about processes and best practices and utilize productively.

5. General Support

- Working in close collaboration with PIU/ SACEP teams and build collaborative team spirit;
- Support the International Project Manager and SACEP/ PIU to respond to relevant queries; extract and analyze information accordingly;
- Draft inputs such as talking points, slide decks, blog entries and other type of informational/operational demands in coordination with other team members;
- Contribute to identifying Risk, Lessons Learned and Issues;
- Perform other responsibilities as may from time to time be requested by the International Project Manager.

Impact of Results:

The effective and successful achievement of results by Grant Management Specialist directly impacts on achievement of the projects and consequently reinforces the visibility and image of UNOPS as an effective service provider in project services and management and strengthens its competitive position as a partner of choice in sustainable development and project services.

Functional competencies:

- Demonstrates strong technical knowledge and commitment to continuous learning.
- Demonstrates results orientation and focus on solutions.
- Ability to develop and maintain effective work relationships with clients, donors and other stakeholders.
- Ability to plan work in a collaborative manner and to manage priorities
- Works collaboratively with colleagues to achieve the goals of the project and in accordance with UNOPS shared goals
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure.

Technical competencies:

The Project Management Support - Specialist (Grant Management) is responsible for keeping abreast of new developments in Grants/ Fund and project management.

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.

Education/Experience/Language requirements

Education:

Advanced university degree (Master's degree or equivalent) international relations, international development, economics, finance, administration or a related field is required.

Bachelor degree in combination with additional 2 years of relevant work experience may be accepted in lieu of an advanced university degree.

Experience:

At least 5 years of experience (or more depending on academic credentials) in international cooperation and/or project management related matters is required.

Desirable experience:

- Demonstrated skills set in dealing with large database, spreadsheet.
- Demonstrated ability to conduct financial and budget analysis.

- Demonstrable exposure to development topics Knowledge on Grant Management.
- Demonstrable experience with Partnership Management and communication.
- Experience working with environmental issues such as plastic pollution is desired.
- Experience working in the development and humanitarian sector/working with UN, Donors, NGOs is desired.
- Additional experience of project support functions (finance, human resources, procurement & logistics) is desired.
- Strong computer skills, including internet navigation and office applications (Google Workspace/MS Office)

Language Requirements:

Fluency in English and Sinhala is required.

Contract type, level and duration

Contract type: ICA

Contract level: Local ICA Specialist 10

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

- **The position is open to Sri Lankan nationals only.**
- 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.

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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