

## Programme Management - Senior Assistant

### Job categories

Project Management, Programme Management

**Vacancy code** VA/2023/B5003/27248

### Department/office

NYPO, SDC, Grant Management Services

**Duty station** Colombo, Sri Lanka

**Contract type** Local ICA Support

**Contract level** LICA-5

### Duration

Open-ended subject to organizational requirements, availability of funds and/or satisfactory performance

**Application period** 26-Dec-2023 to 09-Jan-2024

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

Please note that UNOPS will at no stage of the recruitment process request candidates to make payments of any kind.

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### Background Information - Job-specific

**\*\*\* THIS IS A LOCAL POSITION FOR WHICH ONLY APPLICANTS WHO POSSESS THE NATIONALITY OR A VALID RESIDENCE AND WORK PERMIT IN SRI LANKA ARE ELIGIBLE FOR CONSIDERATION \*\*\***

UNOPS supports partners to build a better future by providing services that increase the efficiency, effectiveness and sustainability of peace building, humanitarian and development projects. 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.

### APPLICATION TIPS

How to send a good application:

- [English](https://content.unops.org/HR-Documents/How-to-send-a-good-application_EN.pdf)  
([https://content.unops.org/HR-Documents/How-to-send-a-good-application\\_EN.pdf](https://content.unops.org/HR-Documents/How-to-send-a-good-application_EN.pdf))
- [French](https://content.unops.org/HR-Documents/How-to-send-a-good-application_FR.pdf)  
([https://content.unops.org/HR-Documents/How-to-send-a-good-application\\_FR.pdf](https://content.unops.org/HR-Documents/How-to-send-a-good-application_FR.pdf))
- [Spanish](https://content.unops.org/HR-Documents/How-to-send-a-good-application_ES.pdf)  
([https://content.unops.org/HR-Documents/How-to-send-a-good-application\\_ES.pdf](https://content.unops.org/HR-Documents/How-to-send-a-good-application_ES.pdf))

### TOGETHER, WE BUILD THE FUTURE

UNOPS – an operational arm of the United Nations – supports the achievement of the Sustainable Development Goals (SDGs) by successfully implementing its partners' peacebuilding, humanitarian and development projects around the world.

Our mission is to help people build better lives and

The New York Portfolio Office (NYPO) supports the United Nations Secretariat, as well as other New York-based United Nations organizations, bilateral and multilateral partners in the delivery of UNOPS mandate in project management, infrastructure management, and procurement management. The Sustainable Development Cluster (SDC) supports diverse partners with their peacebuilding, humanitarian and development operations. It was formed by combining the following portfolios: Grants Management Services (GMS), UN Technology Support Services (UNTSS), Development and Special Initiatives Portfolio (DSIP) It provides Services to partners' programmes that are designed, structured, and managed with a global perspective and primarily serving partners that are headquartered in New York. SDC has a footprint of approximately 125 countries.

UNOPS has signed an agreement to implement the project activities for Small Grants Programme (SGP)

SGP grantmaking supports community-based innovation in addressing global environmental issues and improved, more sustainable livelihoods through initiatives led by civil society and community organizations, with special consideration for indigenous peoples, women, youth and persons with disabilities. SGP has supported over 25,000 community-based projects in over 125 countries aimed at biodiversity conservation, climate change mitigation and adaptation, sustainable land management, protection of international waters, and sound chemicals and waste management. Over the years, SGP has developed extensive partnerships at global, national and local levels. See <http://sgp.undp.org> for further background information.

Post's Organizational Accountability:

- Effective day-to-day technical, administrative, financial, and knowledge management support to the SGP country programme to ensure effective and efficient operation and management of the GEF-SGP country programme portfolio with partners.

The incumbent of this position will be personnel of UNOPS, under its full responsibility.

## **Functional Responsibilities**

Under the direct supervision of the Programme Management Senior Officer (National Coordinator) and the UNDP Resident Representative, and with close coordination with the SGP Country Programme team, the National Steering Committee members, UNDP Country Office team and GMS team, the incumbent will be responsible for the following functions:

### **Purpose and Scope of Assignment**

#### Support to Programme implementation

- Contribute to day-to-day support to programme/project implementation and ensuring conformity to expected results, outputs, objectives and work-plans;

countries achieve peace and sustainable development.

We are proud of our people. The UNOPS family brings together approximately 160 nationalities, represented by over 5,000 UNOPS personnel as well as some 7,800 personnel recruited on behalf on our partners. Spread across 80 countries, our workforce is rich in diversity and culture – with inclusion at its core.

We understand the importance of balancing professional and personal demands and offer several flexible working options.

Explore what we offer [here](#) ([../Pages/About/WhatWeOffer.aspx](#))

- Assist the National Coordinator (NC) in prescreening project concepts and project proposals, and evaluate the financial part of the project proposals;
- Assist the NC in development and revision of grant application forms and other management tools, requirements of the programme and other SGP documents;
- Advise potential grantees on project preparation processes and guidelines, and report to NC and NSC on project development activities, as required;
- Provide day-to-day support and guidance to new and ongoing projects and its grantees, as required;
- Assist the NC in project implementation, matters related to the grievance redress mechanism, monitoring and evaluation, including participation in field visits;
- Support on organization and preparation of minutes of NSC meetings and other SGP events;
- Maintain contacts and professional working relationship with NGOs, governmental institutions, donors, other SGP stakeholders;
- Assist NC in reporting regularly to both UNDP Regional Technical Advisor (RTA) and Upgraded Country Programme (UCP) Global Coordinator, the Central Programme Management Team (CPMT), UNOPS and United Nations Development Programme Country Office (UNDP CO), and assist NC in timely preparation of annual monitoring survey, and other UCP, CPMT, UNOPS surveys and reports as required;
- Support the NC in meeting relevant M&E requirements (e.g. Project Implementation Report (PIR), Midterm Review (MTR) and Terminal Evaluation (TE));
- Draft memos and other operational documents on behalf of NC, and respond to queries on SGP programme matter;
- Regularly update and maintain SGP project database as well as stakeholders' database.

### Financial Management

- Provide guidance, review, and control the accuracy of supporting documentation of projects' interim and final financial reports, such as invoices, and advise the NC as required
- Process payment requests from grantees and vendors through obtaining necessary clearances and authorizations and ensuring payments are effected promptly, and in accordance with SGP Standard Operating Procedures ;
- Maintain close working contact with respective UNOPS Regional Focal Point and seek her/his support, advice and guidance on how better to operate OneUNOPS in accordance with SGP SOPs, if needed.
- In collaboration with the NC, maintain financial integrity of the programme, implement and monitor accounting system and databases of SGP country operational budget;
- Prepare and maintain the grant disbursement table and calendar; as well as track the Country Operating Budget to ensure compliance with the approved yearly budget.

- Draft annual SGP Country office administrative and project budget proposals;
- Management of the Petty Cash account with proper documentation and proper tractable records.
- Enter, extract, transfer data from OneUNOPS and SGP database and produce reports as required;
- Follow up of travel arrangements and DSA payments for NC and NSC members
- Provide other financial reports as required.

### Administrative Functions

- Procure office supplies, equipment, and furniture adhering to SGP SOPs procurement rules and regulation;
- Manage and organize everyday office work.
- Establish a proper filing system, maintain SGP country office administrative, financial, and management files and update them with original documentation or copy of the original documentation as necessary. Special focus on:
  1. Establish and maintain a separate folder with all NSC meetings signed minutes that approve new SGP granted project
  2. Establish and maintain projects filing system containing original MOAs and amendments, original or copies of interim and final reports with all supporting documents, and mission reports or evaluation documents.
  3. Establish and maintain a financial folder for all SGP country office financial transactions.
  4. Maintain personnel files, performance evaluation reports, leave records, and other pertinent personnel/consultant records
- Draft routine correspondence and communications and establish filing system to record communications with local stakeholders;
- Prepare background information and documentation, update data relevant to the programme areas and compile background material for the NC and NSC;
- Ensure flow of information and dissemination of materials with all concerned;
- Maintain an updated inventory of all physical assets and register all inventory in the asset inventory sheet.
- Provide logistical and administrative support to visiting missions, travel arrangements, and meetings for the NC, NSC, adhering to SGP SOPs procurement rules and regulation;
- Support with the project audit including with preparation and subsequent implementation of any audit recommendations.

### Knowledge Management and Communication

- Actively support the SGP country office in the efforts on knowledge management, knowledge networking and visibility of SGP;

- In accordance with SGP branding guidelines, support NC and NSC in the efforts towards proper recognition of SGP in any KM & Communication material produced by SGP grantees or stakeholders.
- Facilitate the organization of SGP advocacy events, workshops, stakeholders' dialogues and round-tables;
- Assist in drafting articles and publications with proper recognition of SGP;
- Participate at events for SGP information dissemination purposes
- Maintain, update or provide valid SGP information for the SGP website, SGP Global database and UNDP CO website.

### Monitoring and Progress Controls

- Performance Evaluation Report

## **Education/Experience/Language requirements**

**\*FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY\***

**\*CANDIDATES WITH NO UNITED NATIONS OR UNOPS EXPERIENCE ARE STRONGLY ENCOURAGED TO APPLY\***

### **Education**

- A high school diploma is the minimum academic requirement of this role.
- University degree, preferably in Business Administration or an environmental or social science field is desirable

### **Work Experience**

- At least five (5) years of progressively responsible experience in administrative or programme management support, including financial reporting;
- Previous working experience with a UN agency is an asset;
- Previous experience working within project management and/or project management support is an asset;
- Previous experience working with local, rural communities is an asset.

### **Language skills**

- Fluency in the official national language (Sinhala or Tamil) and English is required.

### **Other**

#### Skills

- Good communications and interpersonal skills essential;
- Excellent drafting and analytical skills required.

- Good knowledge of budget control and financial management.

## IT skills

- Excellent knowledge of MS Office, database and Internet use.

## 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 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 (ICA)

Contract level: Local Individual Contractor Agreement (L-ICA 5)

Contract duration: Open-ended (renewable subject to funds availability 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 Information**

- Please note that UNOPS does not accept unsolicited resumes.
- Applications received after the closing date will not be considered.
- Please note that only shortlisted candidates will be contacted and advance to the next stage of the selection process, which involves various assessments.
- UNOPS embraces diversity and is committed to equal employment opportunity. Our workforce consists of many diverse nationalities, cultures, languages, races, gender identities, sexual orientations, and abilities. UNOPS seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce.
- Qualified women and candidates from groups which are underrepresented in the UNOPS workforce are encouraged to apply. These include in particular candidates from racialized and/or indigenous groups, members of minority gender identities and sexual orientations, and people with disabilities.
- We would like to ensure all candidates perform at their best during the assessment process. If you are shortlisted and require additional assistance to complete any assessment,

including reasonable accommodation, please inform our human resources team when you receive an invitation.

## Terms and Conditions

- 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 (they take around 4 hours to complete) in your own time, before providing services to UNOPS. For more information on a retainer contract [here](https://docs.google.com/document/d/e/2PACX-1vSqV5mniKgsaofF5FSN9Md5aD5uSAZjKyJAIRDjk7p-TuINKbvW0lyMNtGJl9yn5Jt5zNhwAOsKEG9D/pub) (<https://docs.google.com/document/d/e/2PACX-1vSqV5mniKgsaofF5FSN9Md5aD5uSAZjKyJAIRDjk7p-TuINKbvW0lyMNtGJl9yn5Jt5zNhwAOsKEG9D/pub>).
- All UNOPS personnel are responsible for performing their duties in accordance with the UN Charter and UNOPS Policies and Instructions, as well as other relevant accountability frameworks. In addition, all personnel must demonstrate an understanding of the Sustainable Development Goals (SDGs) in a manner consistent with UN core values and the UN Common Agenda.
- It is the policy of UNOPS to conduct background checks on all potential personnel. Recruitment in UNOPS is contingent on the results of such checks.

## Background Information - Small Grants Cluster

### Small Grants Cluster

UNOPS executes the UNDP-implemented Small Grants Programme through the Small Grants Cluster. Funded by the Global Environment Facility, the Small Grants Programme efficiently channels direct grants to non-governmental and community-based organizations to help them cope with climate change; conserve biodiversity; protect international waters; reduce the impact of Persistent Organic Pollutants; and prevent land degradation. Helping communities with their initiatives for sustainable livelihoods while generating global environmental benefits is the core inspiration of the Small Grants Programme.