



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 profile to ensure completeness, especially the education and experience sections.

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

Details

Vacancy code	VA/2013/B5004/3930
Position title	Program Management Consultant
Level	ICS-8
Department/office	GPSO, Development Group
Duty station	Home based
Contract type	International ICA
Contract level	IICA-1
Duration	Part Time/Retainer up to 30 days in 3 months. Possibility of extension subject to funding availability and satisfactory performance)
Application period	09-Sep-2013 to 16-Sep-2013

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Background Information - UNOPS

"UNOPS plays a critical role in providing management services for our life-saving, peacebuilding, humanitarian and development operations."

-Ban Ki-moon, United Nations Secretary-General

UNOPS mission is to expand the capacity of the UN system and its partners to implement peacebuilding, humanitarian and development operations that matter for people in need.

Working in some of the world's most challenging environments, our vision is to always satisfy partners with management services that meet world-class standards of quality, speed and cost effectiveness.

UNOPS provides services in sustainable infrastructure, sustainable procurement and sustainable project management, with projects ranging from building schools, roads, bridges and hospitals to procuring goods and services and training local personnel.

By assisting UN organizations, international financial institutions, governments and other development partners, UNOPS makes significant, tangible contributions to results on the ground.

We employ more than 6,000 personnel annually and on behalf of our partners create thousands more work opportunities in local communities. Through our headquarters in Copenhagen, Denmark and a network of regional and country offices, we oversee activities in more than 80 countries.

UNOPS is committed to achieving a truly diverse workforce.

Background Information - Development Group Cluster

Development Group Cluster

The UNOPS Development Group Cluster is based in the North America Office and supports a diverse and complex portfolio including partners such as the United Nations Development Programme (the Bureau for Development Policy, the Human Development Report Office, and the Special Unit for South-South Cooperation), the United Nations Population Fund, the United Nations Capital Development Fund, the United Nations Secretariat and a broadening community of primarily New York-based UN partners in the delivery of project management, implementation and administration services.

Background Information - Job-specific

The United Nations Alliance of Civilizations (UNAOC) was established in 2005, at the initiative of the Governments of Spain and Turkey, under the auspices of the United Nations. This initiative seeks to reduce tensions across cultural divides that threaten to inflame existing political conflicts or trigger new ones. Through preventive diplomacy initiatives, it work at grassroots level, promoting education, youth, media and migration projects aimed at building trust and respect among diverse communities.

In January 2013, the United Nations Secretary-General appointed Nassir Abdulaziz Al-Nasser, former President of the UN General Assembly, as UN High Representative for the Alliance of Civilizations. The UNAOC is supported by a Group of Friends – a community of over 100 member countries and international organizations and bodies- and a Secretariat, based in New York, NY. UNAOC is funded by multiple donors and is administered by UNOPS.

The Intercultural Innovation Award is a partnership between the UNAOC and the BMW Group. This Award is unique in that it introduces a new form of partnership between the private sector and the UN. The Award selects and supports the most innovative grassroots projects that encourage intercultural dialogue and cooperation around the world. The most outstanding projects become members of the World Intercultural Facility for Innovation (WIFI). The WIFI is a program initiated by the UNAOC in collaboration with the BMW Group that provides its members with connections to donors, policy-makers, media, as well as mentoring and consulting services aimed at strengthening the projects' efficiency and encouraging their adaptation to other contexts. Project support is individualized based on the specific needs of Award winners.

Functional Responsibilities

The United Nations Alliance of Civilizations is seeking to contract a consultant in the field of Program Management. The consultant will work under overall management of UNAOC Director and directly with an assigned focal point at UNAOC. Specific consultant responsibilities include, but are not limited to:

Project Management, Organizational Development, Monitoring & Evaluation

Duties and responsibilities

- Introduce members of the WIFI to Result-Based management (input-output-outcome-impact);
- Assist members of the WIFI in the Development of Input-Output-Outcome-Impact matrices;
- Assist members of the WIFI and the UNAOC in the development of Impact Indicators and their Measurement;
- Help members of the WIFI develop strategies to strengthen their organization over the long-term period and enable them to address challenges and changes;
- Help members of the WIFI assess the actual impact of their projects;
- Track and monitor the implementation of projects by members of the WIFI;
- Develop formative and summative evaluations with members of the WIFI;
- Assist members of the WIFI in writing financial and narrative reports to donors and stakeholders;
- Provide capacity-building training (in person or online);
- Assist UNAOC in monitoring & evaluation of projects supported by WIFI program;
- Assist UNAOC in reporting on WIFI program.

Perform other related duties as required.

Competencies

Communications

Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

Analytical

Conceptual and analytical capacity to monitor complex and interlinked issues.

Teamwork

Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with

final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Respect for Diversity

Proven ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender and geographical balance. Respect for, and understanding of, international political processes; Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and discretion

Education/Experience/Language requirements**EDUCATION**

Master's Degree in Finance, Business Administration, Public Administration, Social Sciences or any other relevant field. Bachelor's degree may be considered with two or more years of work experience.

EXPERIENCE

- 1 to 3 years of work experience in program management, including monitoring and evaluation, and assessing corporate social responsibility projects, or projects implemented by corporate foundations;
- Experience providing or facilitating trainings;
- Familiarity with I-O-O-I framework and with the Dow Jones Sustainability Index reporting standards;
- Experience with Result-Based management (input-output-outcome-impact);
- Knowledge of Development of Input-Output-Outcome-Impact matrices;

LANGUAGE

Fluency in English. Knowledge of other UN official languages is an asset.

Contract type, level and duration

Contract type: International ICA, Part Time/Retainer

Contract level: IICA-1

Contract duration: Up to 30 days in 3 months. Possibility of extension subject to funding availability and satisfactory performance)

For more details about the ICA contractual modality, please follow this link:

<http://www.unops.org/ENGLISH/WHOWENEED/CONTRACT-TYPES/Pages/Individual-Contractor-Agreements-ICAs.aspx>

Additional Considerations

- Please note that the closing date is midnight Copenhagen time (CET)
- 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.
- For staff positions UNOPS reserves the right to appoint a candidate at a lower level than the advertised level of the post
- 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.