



## Capacity Building Specialist (Institutional Capacity Building)

<b>Job categories</b>	Administration, Project Management, Partnerships
<b>Vacancy code</b>	VA/2024/B5517/28638
<b>Level</b>	ICS-10
<b>Department/office</b>	AR, SAMCO, Sri Lanka MCO
<b>Duty station</b>	Colombo, Sri Lanka
<b>Contract type</b>	International ICA
<b>Contract level</b>	IICA-2
<b>Duration</b>	Open-ended full-time contract & short-term /part-time assignments available
<b>Application period</b>	01-Aug-2024 to 16-Aug-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.

### Background Information - Sri Lanka

**\* The position is open to both local and international candidates. The contract modality will be decided based on the project requirement.\***

**\* Candidates are required to submit a cover letter on the preferred contract modality. Please check the section "contract type, level and duration" for more information.\***

**\* In the event that the local national is selected, the contract will be issued as Local Individual Contractor Agreement (LICA) within the same position level as per UNOPS' policy.\***

## Sri Lanka

UNOPS in Sri Lanka is based in Colombo and is responsible for helping the Government of Sri Lanka and partner organizations deliver social and economic rehabilitation in areas affected by the 2004 tsunami and decades of armed conflict. UNOPS in Sri Lanka helps partners achieve their project goals in sectors including physical infrastructure, the environment and poverty mitigation.

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

In June 2022, UNOPS signed a legal agreement with the South Asia Cooperative Environment Program (SACEP), an intergovernmental organization in South Asia, to support its implementation of the Plastic Free Rivers and Seas for South Asia (PLEASE) project that is funded by the World Bank. The PLEASE project encompasses three components:

- Component 1: Supporting Competitive Block Grant Investments to Reduce Plastic Waste;
- Component 2: Leveraging Public and Private Sector Engagement and Solutions; and
- Component 3: Strengthening Regional Integration Institutions.

UNOPS is expected to provide advisory services and implementation support, which entails project management, grant management, procurement, logistics, infrastructure, institutional capacity building, and communications and public advocacy, to the SACEP Project Implementation Unit (PIU).

## Background Information - Job-specific

Under the direct supervision of the Senior Programme Manager, the Incumbent will lead institutional capacity building initiatives for SACEP under the project Component 3. S/he will seek to understand the needs and requirements, support the design of a capacity building plan, and lead the implementation of relevant activities, including managing a team.

## Functional Responsibilities

- Analyze existing assessment reports to identify capacity building needs and gaps; research and propose additional assessments to bridge the gaps;
- Liaise with stakeholders, including through key stakeholders of SACEP to understand strategic perspectives and capacity building directions; act as a bridge between SACEP stakeholders and SACEP by providing analysis and proposing approaches;
- Develop a work plan within the available budget and timeline in response to findings of needs assessment and address stakeholder concerns;
- Responsible for planning and timely delivery of all activities under the institutional capacity building initiative, including ensuring work-package plan is integrated with the overall project plan, interdependencies duly identified and planned for, and risks and issues are escalated and managed effectively;
- Explore and propose different human resource strategies to implement activities with a deep understanding of the long term expectation and strategy of key stakeholders;
- Identify capacity building expertise that are needed, and lead the team to deliver agreed activities;
- Ensure timely implementation of the work plan within quality expectations of the clients; strive to increase stakeholder satisfaction through effective communication, monitoring and evaluation mechanisms;
- Effective team management, including managing their performance through quarterly assessment to confirm the effectiveness of activities designed and the improvements of institutional systems and processes;
- Design key performance indicators (KPIs) to monitor implementation, project impact, and its alignment with the stakeholder expectation;
- Take into consideration of project sustainability and UNOPS exiting strategy, propose initiatives for continued improvement and capacity building for SACEP;
- Promotion of Good Governance principles of accountability, transparency, participation, non-discrimination and efficiency including linking these with the implementation of the PLEASE project, adoption of local/regional policies and/or regulations;
- Facilitate the provision of a long term capacity building plan for SACEP including KPIs, provide analysis on resource requirement, and propose ways to meet such requirement through close stakeholder consultations;
- Gain understanding of the overall PLEASE project, the strategy of key stakeholders, and seek to provide solutions that create synergies and overarching support.

## 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

- Master's degree or equivalent with a minimum of 5 years of relevant experience OR;
- Bachelor's degree or equivalent with a minimum of 7 years of relevant experience.

## Experience

- 5 years of relevant progressive experience in the development sector involving project development and management, with focus on institutional capacity building, project planning, monitoring, reporting and coordination in either public or private sector organizations.
- Experience in conducting institutional governance and processes analysis, and building institutional capacity is required.
- Experience in team management is required.
- Proven experience of project implementation in close collaboration with government/intergovernmental authorities preferred.
- Previous work experience with the UNOPS or any of the United Nations agencies is preferred.
- Knowledge of UN/UNOPS rules and regulations is an advantage.

## Language Requirements

- Fluency in English is required.

## Contract type, level and duration

**Contract type:** Individual Contractor Agreement

**Contract level:** IICA2 /LICA10 /ICS10

**Contract duration:**

- 1) Full-time open-ended position, or
- 2) Several possible short-term / part-time opportunities (see below).

Both are subject to organizational requirements, availability of funds and satisfactory performance.

### Note:

- **The position is open to both local and international candidates. The contract modality will be decided based on the project requirement.**
- **In the event that the local national is selected, the contract will be issued as Local Individual Contractor Agreement (LICA) within the same position level as per UNOPS' policy.**

## Modality

There are two contract options to consider in this vacancy announcement:

1. Full-time open-ended (no end date) contract.
2. Short-term / part-time opportunities. The successful candidates may be considered for retainer contracts or similar.

**\*\* When submitting your application, please specify in your cover letter which of the above two options you prefer. \*\***

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>)

More information on retainer contracts:

- A retainer ICA does not accord any exclusivity to the Individual Contractor with respect to the Services listed in the job description. UNOPS shall have no limitation on its right to obtain Services of the same kind from any other source at any time.
- A retainer Individual Contractor Agreement (ICA) is issued for a period of time during which the services of the individual contractor may be required intermittently.
- A retainer ICA will specify a unit price (e.g. amount per day actually worked). For budgetary purposes, a monetary limit will be specified at the time the ICA is awarded and issued.
- UNOPS shall have no obligation to obtain any minimum quantity of Services from the Individual Contractor during the duration of the retainer ICA.
- Payment will be made only after completion of work (if any) or reaching agreed milestones.

## **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.