

Head of Development Partners Secretariat

Partner	Development Partners Secretariat, Sri Lanka
Job categories	Partnerships
Vacancy code	VA/2024/B5505/28813
Department/office	AR, SAMCO, Sri Lanka
Duty station	Colombo, Sri Lanka
Contract type	Local ICA Specialist
Contract level	LICA Specialist-11
Duration	1 year renewable
Application period	04-Sep-2024 to 25-Sep-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 - Job-specific

The key principles of the DP coordination framework are as follows:

- National ownership and alignment towards GoSL development strategies.
- Constructive collective engagement with the GoSL, as recipient of ODA.
- Readiness towards sharing of information about aid strategies and programs.
- Collaborative work, division of labour and harmonization of processes and procedures.

The Development Partners Secretariat

A Development Partners (DPs) Secretariat was initially established in 2005 with the objectives of:

- i) Sharing information among DPs;

- ii) Enhancing coordination and harmonization among development partners;
- iii) Advancing aid effectiveness principles;
- iv) Enhancing collaboration among the DPs, the GoSL, civil society and other stakeholders; providing support to the government on coordination efforts to align with development strategies and initiatives.

These objectives have been pursued through various fora, including: DP Strategic Group, DP Forum, DP Committee, Bilateral Donor Group and DP Working Groups.

In this context, the DP Secretariat Head of Office reports technically to the DP Strategic Group Chair or Co chairs and administratively to UNOPS.

SCOPE. OBJECTIVES AND ACTIVITIES OF THE SECRETARIAT

The Secretariat reports to and takes direction from Development Partners, namely Chairs of the DP Strategic Group, DP Forum, Bilateral Donor Group and Working Groups.

In response to the need for enhanced coordination amongst DPs and between DPs and GoSL, the DP Secretariat is expected to undertake the following activities under guidance from Development Partners:

OBJECTIVE 1: EFFECTIVE DP STRATEGIC GROUP, DP FORUM, BDG AND DP WORKING GROUPS.

Activity A: Production of workplans for the DP Strategic Group, DP Forum, BDG and DP Working Groups.

Activity B: Monitoring of progress in line with objectives and work-plans.

Activity C: Regular meetings of DP Strategic Group, DP Forum, BDG and DP WG convened.

OBJECTIVE 2: ENHANCED EXCHANGE OF INFORMATION AMONGST DPs.

Activity A: Act as a central focal point for information exchange amongst DPs.

Activity B: Mobilize the collaboration of NPD/ERD and DPs to agreed info-sharing modalities.

Activity C: Facilitate strategic linkages between the various DP fora and working groups.

OBJECTIVE 3: ENHANCED DP COORDINATION IN KEY STRATEGIC AREAS.

Activity A: Identify and analyse issues that are of high strategic priority to GOSL and DPs.

Activity B: Disseminating information on GoSL's policies, strategies and statements.

Activity C: Facilitate coordination around the implementation and follow-up of policies, ensuring alignment with DP initiatives and GoSL priorities.

OBJECTIVE 4: IMPROVED COMMUNICATION WITH GOSL ABOUT DP WORK.

Establish a regular engagement mechanism with the Ministry of Finance/NPD/ERD/DPMM to support the implementation and follow-up of policies.

OBJECTIVE 5: STRENGTHENED DP ENGAGEMENT WITH CSOs.

In consultation with DPs, identifying areas that would benefit from closer communication with or engagement of Civil Society and facilitate the same.

OBJECTIVE 6: DATA COLLECTION AND MANAGEMENT/UNDERTAKING OR COMMISSIONING ANALYSIS.

Activity A: Leveraging knowledge amongst DPs and relevant DP Working Groups, organizing studies, desk

reviews, and assessments on specific topics of interest to the DP community.

Activity B: Collecting existing data sets, reports, assessments and other available information on development and ODA matters.

Activity C: Commissioning or undertaking primary data collection, analysis, and desktop studies to fill data and evidence gaps, as requested by DPs.

Functional Responsibilities

The Head of the Development Partners Secretariat is responsible for the following tasks:

1. Leadership of Secretariat: The Head of the Development Partners Secretariat will be responsible for the attainment of the objectives of the Secretariat as described above, taking proactive actions and mobilizing the participation of senior DPs, GOSL representatives, private sector partners, and civil society as needed.
2. Strategic engagement: The Head of the Development Partners Secretariat will facilitate and support the organization of strategic exchange and analysis between DPs and between DPs and the GoSL. The level of engagement will be at senior level, at Head of Development, Councilor, First Secretary level for bilateral missions; at UNRC / UN agency Representative / Country Director or senior programme Officer level for multilateral missions and at DG and Additional DG level for interaction with GoSL officials.
3. Government Coordination Support: Provide continuous support to the Government of Sri Lanka on coordination efforts related to development strategies and initiatives.
4. Analytical oversight: The Head of the Development Partners Secretariat will commission studies of interest to the DPs, contribute and supervise analysis and output.
5. Supervision: The Head of the Development Partners Secretariat will have line-management responsibility towards the DP Secretariat Knowledge Management Coordinator.
6. Logistic Support: Arrange meetings, maintain mailing lists, send invitations, document meetings, and ensure follow-up on agreed action points to facilitate seamless coordination.
7. Reporting : The Head of the Development Partners Secretariat will report on the key activities of the Secretariat to the DP Strategic Group Chairs, and administratively to UNOPS, on a monthly basis.

Education/Experience/Language requirements

A. Education

- Advanced university degree (Master's degree or equivalent) in social sciences, economics, political science, law, international relations, development studies, or a related field.

B. Work Experience

- Minimum of 7 (seven) years of relevant professional experience.
- Further to experience in Sri Lanka, some international experience in a similar area is an advantage.

C. Language

- Excellent communication skills in English. Knowledge of Sinhala or Tamil will be an advantage.

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.



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.



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: Local ICA Specialist

Contract duration: 1 year renewable

The position is only open to Sri Lankan nationals.

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. Refreshers or new mandatory courses may be required during your contract. Please note that you will not receive any compensation for taking courses and refreshers. For more information on a retainer contract [here](https://docs.google.com/document/d/e/2PACX-1vSqV5mniKgsaofF5FSN9Md5aD5uSAZjKyJAIRDjk7p-TuINKbvW0lyMNtGjI9yn5Jt5zNhwaOsKEG9D/pub) (<https://docs.google.com/document/d/e/2PACX-1vSqV5mniKgsaofF5FSN9Md5aD5uSAZjKyJAIRDjk7p-TuINKbvW0lyMNtGjI9yn5Jt5zNhwaOsKEG9D/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.

APPLICATION TIPS

How to send a good application:

- English (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)
- Spanish (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 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 \(../Pages/About/WhatWeOffer.aspx\)](https://www.unops.org/HR-Documents/About/WhatWeOffer.aspx).