

### I. Post Information

Post Title: **Programme Support Specialist**  
 Post Number:  
 Organisational Unit: **Operations**  
 Supervisor/ Grade: **Head of Operations**  
 Source of Funding (*project/non-project*):

Current Grade:  
 Proposed Grade: ICS-10 (P3)  
 Approved Grade: ICS10  
 Post Classified by:  
 Classification Approved by:

### II. Organisational Context

#### Background Information – SUN Movement Secretariat

Since 2010, the Scaling Up Nutrition (SUN) Movement has inspired a new way of working collaboratively to end malnutrition, in all its forms. With the governments of SUN Countries in the lead, it unites people—from civil society, the United Nations, donors, businesses and researchers—in a collective effort to improve nutrition. The SUN Strategy 2021–2025 (SUN 3.0) prioritises country leadership and focuses on supporting systemic change at the country level. It seeks to capture the ambition of SUN countries and guide the work of all actors at all levels aligning concerted action behind and responding to commonly agreed national priorities set out by governments in SUN countries.

SUN 3.0 is committed to fundamental, non-negotiable aspects of effective nutrition action, including equity and the principle of leaving no one behind. For its third phase, the SUN Movement will drive forward gender equality and enshrine youth leadership across the Movement. SUN 3.0 will strengthen partnerships to achieve greater impact on nutrition through food systems, health systems, social protection systems, actions by the private sector and humanitarian and development actors, and through education, water, sanitation and hygiene (WASH) and climate change adaptation.

The SUN Movement Secretariat plays a central role in enabling the multiple members and structures of the Movement to work together to advance progress on country-level priorities and the global positioning of nutrition.

The SUN Movement Secretariat comprises approximately 35 personnel, based in Geneva and in various regions globally. All parts of the Movement – member governments, the SUN Global Support System - the GSS, consisting of four SUN networks (Civil Society, United Nations, Business, Donors) and the SUN Movement Secretariat, together with the SUN Movement Coordinator, work together to align and focus efforts on priorities within countries.

The SUN Movement Secretariat is hosted by UNOPS.

#### Role of the Programme Support Specialist

The Programme Support Specialist is part of the SUN Movement Secretariat Operations Team is responsible for ensuring effective provision of support service for the Secretariat across all aspects of operations (Finance, HR, Procurement, Health, safety, security and environmental (HSSE), Information Technology (ICT) and Administration) to ensure achievement of results, whilst driving compliance with corporate strategies, UNOPS rules, regulations, policies, and standards of accountability, ethics and integrity. This role is particularly focussed on ensuring UNOPS programme management standards and procedures are implemented within the Secretariat.

The Programme Support Specialist reports to the Head of Operations who provides direction and general supervision.

He/she works in close collaboration with teams across the SMS as well as interfacing with the Support Services function of the UNOPS Geneva Office, UNOPS HQ and other key stakeholders for successful service delivery.

### **III. Functional responsibilities**

#### **1. Programme Management**

- Support leaders across the SMS to establish measurable long/short term targets and monitor progress to measure performance and provide quality oversight.
- Monitor the financial sustainability of the programme and delivery of desired results, ensuring compliance with organisational strategies, rules, regulations and standards of performance.
- Prepare and submit mandated reports on critical issues to the relevant stakeholders, to drive future process improvement and business development planning.
- Manage and oversee the preparation of programme documents (including business cases/strategies, programme plans etc).
- Working with UNOPS Geneva Office and UNOPS headquarters, define and maintain effective operations/support services processes.
- Monitor client service and satisfaction with operations/support services processes, liaising with UNOPS Geneva Office and UNOPS headquarters for required support, as required.
- Support the Head of Operations to manage the structured transition of any new UNOPS systems into the SMS.

#### **2. Operations and advisory**

- Support the Head of Operations to develop and implement the Secretariat's workplan and collaborate with colleagues to identify the needs, determine costs and plan all support services, including human resources, procurement, finance, travel, Information and Communications Technology (ICT) and administrative services.
- In close consultation and coordination with the Head of Operations and Director, advise on effective use and delivery of resources against the budget.
- Advise personnel across the SMS on the application, interpretation and adoption of corporate operational rules, procedures and guidelines.
- Provide advisory support to personnel across the SMS on Standard Operating Procedures (SOPs), templates and guidelines, and support documents from project formulation, project approval and project closure with a focus on budget/finance related matters, costing, etc.
- Assist the Head of Operations to establish rosters/manage contacts for technical advisory personnel that are available on an on-call basis to provide the required external support.
- Prepare and issue Terms of Reference or Statements of Works for agreements and subcontractors, including identifying suitable firms or institutions; evaluating proposals received; making recommendations for contract awards, and negotiating with successful bidder(s).
- Prepare contract documents and Letters of Agreement with institutions and UN agencies, including administering contracts and agreements and processing amendments.
- Negotiate and draft complex contracts for services; administer and monitor contracts and agreements; process amendments and payments

<ul style="list-style-type: none"> <li>Assist the Head of Operations to monitor use of Delegations of Authority (DOA).</li> </ul>
<b>3. Reporting</b> <ul style="list-style-type: none"> <li>Prepare and maintain project budgets and revisions, in consultation with the appropriate parties and ensure timely submission of financial reports.</li> <li>Monitor agreements, budgets and expenditure and prepare any periodic process and budget/financial reports required.</li> <li>Prepare and finalise documentation and contracts required for service delivery by UNOPS and the SMS.</li> <li>Interact closely with SMS and UNOPS to ensure consistency in service delivery and operating protocols.</li> <li>Develop and maintain a repository of programme documents, progress technical and financial reports, audit reports, assessment reports, terminal reports, etc.</li> </ul>
<b>4. Quality assurance</b> <ul style="list-style-type: none"> <li>Work with internal stakeholders to ensure compliance with audit requirements.</li> <li>Coordinate quality reviews of programme management documents and deliverables.</li> <li>Provide quality control for management outputs (project documents, reports, etc.).</li> </ul>
<b>5. Innovation and knowledge management</b> <ul style="list-style-type: none"> <li>Strengthen and mainstream processes and procedures in providing support services through the development/provision of manuals and work flow processes and procedures, placing at the disposal existing UNOPS guidelines and tools/ SOPs and projects' best practices and training materials.</li> <li>Assess and identify training and learning needs, develop training schedules and organise workshops, meetings, on-the-job training, etc. to strengthen the capacity of personnel and thereby ensure smooth implementation of the workplan and effective reporting.</li> </ul>

## IV. Impact of Results

The effective and successful achievement of results will support the SUN Movement and its Secretariat to achieve its vision of a world free from malnutrition in all its forms by 2030.

## V. 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.



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. Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilising 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 behaviour. 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.

VI. Recruitment Qualifications	
Education:	<p>Advanced university degree (Master's degree or equivalent) in a relevant field such as finance, business, public administration or other relevant related field is required.</p> <p>A Bachelor's degree with a combination of two additional years of relevant experience may be accepted in lieu of the Master's degree.</p>
Experience:	<ul style="list-style-type: none"> <li>A minimum of five (5) years of progressively responsible experience in managing or working in development projects, with significant international experience in project</li> </ul>

	<p>management, service delivery and establishing relationships among international organisations.</p> <ul style="list-style-type: none"> <li>• Proven track record managing staff and operational systems and dealing with UNOPS regulations, rules and policies in the areas of contracting, procurement and human resources is desirable.</li> <li>• Previous experience managing UN/UNOPS programmes and command of oneUNOPS or similar ERP system is a strong asset.</li> <li>• Experience in UN system organisations, preferably in a developing country is desirable.</li> </ul>
Language Requirements:	<p>Full working knowledge of English is essential.</p> <p>Knowledge of another official UNOPS language, particularly French, is an asset.</p>

VII. Signatures- Post Description Certification		
Incumbent <i>(if applicable)</i> :		
Name:		
Title:	Signature:	Date:
Supervisor:		
Name:		
Title:	Signature:	Date:
Chief Division/Section:		
Name:		
Title:	Signature:	Date: