



Vacancy Notice No. 2017/003

Everyone Counts: Join the UNFPA team in Myanmar

Are you interested in being part of a multi-cultural team delivering a world where every pregnancy is wanted, every birth is safe, every young person's potential is fulfilled in Myanmar? UNFPA is seeking a creative, dynamic and highly motivated individual to join our effort to drive forward delivering of the UNFPA country programme on sexual and reproductive health, youth and adolescents, gender equality and women's empowerment, and population dynamics for the people in Myanmar. If you're looking for an opportunity to make a difference, thrive in a challenging yet rewarding teamwork environment, we wish to hear from you.

Position and Grade: Operations Analyst (NOB)
Duty Stations: Yangon, Myanmar
Type of contract: Fixed-Term
No. of Post: 1 Post
Duration of Appointment: 1 year (Initial)
Closing date of Application: 23 March 2017 (5:00 pm, Yangon time)
Position Starting Date: As soon as possible

Please note that this vacancy is open only to Nationals of Myanmar who are interested for the posts of Operation Analyst, NOB. Interested candidates should submit their application with a motivation letter together and an **updated UN P-11 Form** (<http://myanmar.unfpa.org>), **relevant educational certificates showing highest level of educational attainment and the names and contact information of three references**. Please indicate in your motivation letter where you have seen the vacancy announcement. UNFPA Myanmar operates a strict policy of pre-employment security screening. It is essential that applicants provide full and current contact details for all previous employers, institutions and referees. Applications submitted without these details ***WILL NOT*** be processed. If candidates apply by email, the attachments should not be more than 4MB for one transmission.

To: UNFPA Representative
Attention: International Operations Manager
UNFPA, No. 6, Natmauk Road, Yangon
Email: hr.myanmar@unfpa.org

Note:

UNFPA reserves the right to offer comparable positions to those qualified candidates that may not have been selected for the position which they applied for. These offers will be based on the needs of the organization, appropriateness and relevance to the candidate's educational backgrounds and work experience.

Only those candidates in whose qualifications and experience the Office has further interest will be contacted for subsequent interviews. UNFPA practice relating to recruitment prohibits hiring of persons currently engaged in Government service or who have left Government service during the past 6 months.

- (i) This vacancy is open to applicants of either sex. Applications from qualified women candidates are encouraged.**
- (ii) UNFPA provides equal opportunities to all citizens in Myanmar. The conditions governing employment are defined in the Staff Regulations and Staff Rules of UNFPA.**
- (iii) There is no application, processing or other fee at any stage of the application process.**
- (iv) UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.**
- (v) UNFPA regrets its inability to reply individually or to attend to telephone queries on the above advertised post.**



Job Description

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1. Organizational Location

The Operations Analyst post is located in Operations Unit of the Country Offices (CO) and reports directly to the International Operations Manager. The OA provides support to the International Operations Manager in strategically undertaking operational functions namely in the areas of administration, finance, procurement, human resources, assets and logistics.

2. Job Purpose

The Operations Analyst ensures an efficient, fully accountable and smooth functioning operations services unit to facilitate an effective programme implementation and delivery. The Operations Analyst actively participates in the inter-agency coordination ensuring that UNFPA's common systems and service needs are met. S/he fosters a collaborative, client-oriented approach towards the CO's programme team and UN community, and supports effective communication and cooperation with the Regional Office and Headquarters (HQ).

3. Major Activities/Expected Results

- Under the guidance of the International Operations Manager; assesses and anticipates operational and staffing requirements for implementation of the country programme and its component projects by participating in design and review meetings and assessing managerial and operational capacities of executing agencies.

- Supervises administrative and finance staff at the CO. Coordinates implementation of corporate, financial, procurement, and HR policies and systems, and ensures adequate training of staff and project personnel on these issues.
- Supports the roll out of the Harmonized Approach to Cash Transfer (HACT) interagency initiative, including the management of the National Execution (NEx) requirements for the CO.
- Undertakes continuous analysis and monitoring of the CO's financial situation and prepares management reports on implementation and utilization of resources in order inform management decisions.
- Oversees vendor contract management, procurement planning, and prequalification of suppliers and vendors. Manages contracts and LTAs established by the Country Office and supports the efficient undertaking of international procurement through PSB in accordance with CO requirements.
- Maintains oversight of the timely provision of goods and services for the CO and projects following established corporate procedures regarding sub-contract review and awarding of contracts, evaluating cost effectiveness and managing negotiations.
- Oversees management of UNFPA assets and facilities.
- Provides supervisory functions for the Administrative function of the CO, including but not limited to travel and protocol, ICT, premises and common services. etc.
- Participates actively in inter-agency meetings and working groups to ensure UNFPA interests are reflected in common system activities related to common services and premises, cost recovery and cost sharing arrangements, privileges and immunities, security, etc.
- In coordination with the International Operations Manager, ensures MOSS and MORSS compliance of the CO and staff as per security policy and procedures.
- Performs other duties as assigned by the International Operations Manager and/or the UNFPA Representative.

4. Work Relations

The Operations Analyst supervises administrative staff, the Office Clerk/Assistant and drivers at the CO. Internal contacts include the International Operations Manager, the CO's administrative and financial management team as well as the programme technical team.

The Operations Analyst actively participates in local inter-agency coordination to ensure UNFPA's needs in common systems and service issues are met. External partners include other UN agencies, vendors, and other non-UN partners that are essential to the work of the Operations Office.

5. Job Requirements

Education:

Advanced degree in business administration, public administration, finance, human resources, information technology or a related field.

Knowledge and Experience:

- At least two years of relevant experience in administration, finance, procurement, or office management.
- Strong analytical and strategic thinking skills.

- Strong verbal and written communication skills.
- Proficiency in current office software applications and corporate IT systems.

Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

Core Competencies:

- Achieving results
- Being accountable
- Developing and applying professional expertise/ business acumen
- Thinking analytically and strategically
- Working in teams/ managing ourselves and our relationship
- Communicating for impact

Managerial Competencies (if applicable):

- Providing strategic focus
- Engaging internal/external partners
- Leading, developing and empowering people/ creating a culture of performance
- Making decisions and exercising judgment

Functional Skill Set:

- Managing the organization's financial resources
- Providing procurement services
- Providing human resource services
- Ensuring facilities and assets management

Languages:

Fluency in English is required.