



Vacancy Notice No. 2018/022

Office Assistant

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Position:	Office Assistant
Level:	SC-3 (SB2)
No. of Position:	1 Post
Duty Station:	Yangon, Myanmar
Type of contract:	Service Contract
Duration of Appointment:	One year initial
Application Deadline:	26 November 2018 (5:00 pm Yangon Time)
Position Starting Date	As soon as possible

Applications are invited from interested **Myanmar nationals**.

Interested candidates should submit their application with a motivation letter together and an **updated UN P-11 Form** (<https://myanmar.unfpa.org/en/vacancies/un-p11-personal-history-form>), **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.

Applications can be submitted to the following UNFPA Office:

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



1. Organizational Location

The Office Assistant is responsible for providing day to day assistance for an effective office management of UNFPA Myanmar CO. The Office Assistant will work in close collaboration with the staff to ensure consistent service delivery in UNFPA CO Yangon. The incumbent should demonstrate a client-oriented approach, courtesy, confidentiality, tact and ability to work with people of different national and cultural backgrounds.

2. Job Purpose

UNFPA's Fourth Country Programme Document (2018-2022) for Myanmar was approved by the Executive Board in September 2017. The Programme focuses on three key areas of intervention 1) sexual and reproductive health) 2) gender equality and women's empowerment and 3) population dynamics. The proposed Country Programme is aligned with new UNFPA's Strategic Plan 2018-2021 and the first United Nations Development Assistance Framework (2018-2022). Youth and adolescents as well as gender equality and related human rights, are mainstreamed throughout the programme.

UNFPA has partnerships with the government departments, UN agencies, INGOs and local NGOs, foundations and research institutions. UNFPA has a presence in a number of priority states/regions, integrating development, peace building and humanitarian.

Under the overall supervision of Operations Analyst and the direct supervision of the Personal Assistant to Representative, the incumbent will perform the following duties.

3. Major Activities/Expected Results

- Coordinate with field offices to register all relevant official documents/letters needing the attention of the representative and other staff members in Yangon office
- Manage the roster for the meeting room to avoid overlap of meetings
- Manage the visitors register book, and direct visitors to appropriate offices
- Oversee the cleaning functions of the office and ensure the office is clean at all times
- Support the management of office supplies and stationery i.e. distribution to staff when requested and keeping the records for stock taking
- Assisting staff members in filing and photocopying of document, wherever applicable
- Serve as a messenger for the CO and perform any other clerical duty as assigned by the supervisor.



4. Job Requirements

Education:

Secondary Level education

Knowledge and Experience:

- Minimum three years of relevant work experience in the area of clerical work and administration.
- Experience with I/NGOs and UN Coordination environment is also an asset.
- Excellent knowledge of protocol
- Experience with maintaining records (e.g registration of mails, filing and etc.)

Languages:

- Fluency in Myanmar. Workable knowledge of the English as UN official language.

Required Competencies

<p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Business acumen • Implementing management systems • Innovation and marketing of new approaches • Client orientation • Organizational awareness
<p>Core Competencies:</p> <ul style="list-style-type: none"> • Achieving results, • Being accountable, • Developing and applying professional expertise/business acumen, • Thinking analytically and strategically, • Working in teams/managing ourselves and our relationships, • Communicating for impact 	

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.**
- (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.**