



# United Nations Population Fund

[Step by Step Guide to Applying](#)

## Job Description

<b>Job Title</b>	NATIONAL POST: Programme Analyst, GBV, Yangon, Myanmar Country Office, NOA
<b>Job ID</b>	25179
<b>Location</b>	Asia and Pacific
<b>Full/Part Time</b>	Full-Time
<b>Regular/Temporary</b>	Regular

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### Rotation

This post is non-rotational.

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### Background Information

**PLEASE NOTE THAT THIS VACANCY IS OPEN ONLY TO NATIONALS OF MYANMAR.**

Duty Station: Yangon, Myanmar  
Closing Date: 28 August 2019 (5 pm, Yangon Time)  
Duration: One Year (renewable) [i]

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[i] No expectancy of renewal in according with UN Staff Regulation 4.5.

### Organizational Setting

#### The Position:

The Programme Analyst will provide technical, operational and coordination support to UNFPA GBV programme and GBV sub-sector. The incumbent will work in close collaboration with national authorities, humanitarian and development agencies (UN, NGOs and INGOs), civil society organizations and other relevant stakeholders to provide GBV coordination and technical assistance as appropriate.

The Programme Analyst, GBV will report directly to the Gender Equality/GBV Programme Specialist.

#### How you can make a difference:

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.

### **Job Purpose:**

UNFPA Myanmar programme is being operated under the Country Programme Document (CPD) for 2018-2022. CPD has three outputs: (i) Strengthened capacities to deliver sexual and reproductive health information and services that reach women, youth, adolescents, minorities and other vulnerable and marginalized groups, including those affected by conflict and disasters, (ii) Strengthened capacities to formulate and implement multi-sectoral rights-based policies and interventions that prevent and mitigate the impact of gender-based violence, especially among the marginalized, the vulnerable and young people, and (iii) National and subnational stakeholders have capacity to use census and other population data to advocate for and formulate policies and plans, especially for women, girls and adolescents and youth, which are inclusive, conflict sensitive and promote resilience.

The Programme Analyst will provide technical, operational and coordination support to UNFPA GBV programme and GBV sub-sector. You will facilitate capacity building of various stakeholders in GBV prevention, mitigation and response, contribute to strengthening and expansion of partnerships and coordination mechanism, and play a key role in GBV programme management.

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### **Main Tasks & Responsibilities**

#### **You would be responsible for:**

##### **A. Technical Support and Capacity Building**

- Participate in the identification and formulation of the country programme and component projects by compiling and analyzing information in the subject areas of UNFPA assistance to the Government, drafts project documents and work plans and prepares tables and statistical data.
- Contribute to creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches of the CO, and drafting relevant materials for dissemination.
- Support advocacy and resource mobilization strategy of the CO by compiling and synthesizing relevant background material for use in discussions and public events. Establishes and maintains network of donor and public information contacts and provides assistance in organizing and conducting donor meetings and public information events.
- Analyze and interprets the political, social and economic environment relevant to population and development, reproductive health and gender, and identifies opportunities for UNFPA assistance and intervention. Keeps abreast of new policy developments and strategies analyzing policy papers, strategy documents, national plans and development frameworks, and prepares briefs and inputs for policy dialogue, technical assistance coordination, and development frameworks.
- Keep abreast of new policy developments and strategies analyzing policy papers, strategy documents, national plans and development frameworks, and prepares briefs and inputs for policy dialogue, technical assistance coordination, and development frameworks.
- Disseminate and orient Government, UNFPA and implementing partners to use, adapt and apply standard guidelines and protocols in their respective programming.
- Consolidate existing assessments on the GBV situation in that setting and /or engage the displaced, returnee and host populations in conducting relevant participatory analyses, rapid needs assessments, etc.
- Coordinate and facilitate relevant training sessions for intra-sectoral and multi-sectoral

prevention and response actors.

- Provide technical support as needed to implanting partners to undertake case management, referrals and psychosocial interventions for GBV survivors.

## **B. Partnerships and Coordination**

- Contribute to the development/strengthening of GBV humanitarian/recovery coordination
- Build and maintain strong networks and buy-in for accelerated GBV programme implementation from government, non-government and development and humanitarian actors
- Support development and implementation of strategic documents/tools for inter-agency coordination on behalf of UNFPA/GBV sub-sector
- Support the implementation of GBV Information Management System
- Liaise with GBV staff and gender advisers in other agencies and organizations for coherent GBV programme interventions
- Provide GBV and gender expertise to multi-sectoral assessments to ensure safe and ethical data collection, sharing and risk reduction

## **C. Monitoring and Evaluation**

- Evaluate project and programme activities, establishing and implementing mechanisms to systematically assess the achievement of results, conducting field visits, participating in review meetings and evaluation missions and preparing regular inputs to status and progress reports. Analyzes factors affecting the achievement of results, recommends corrective actions and follows up on recommendations.
- Collect and compile programme activity information, evaluating progress towards achievement of programme outcomes
- Provide technical support to partners in tracking progresses and reporting regularly and timely on the agreed indicators

## **D. Programme Management**

- Maintain awareness of budget and expenditures in order to manage programme within the budget
- Regularly and closely follow up with partners in the field in all aspects of planning, programming, implementation and review. Guide the partners on results-based management.
- Prepare periodic progress and annual reports (including financial reports and reports on distribution and use of assets, equipment and supplies) using UNFPA's results-based management approach, substantive analysis of related issues and ways forward.
- Ensure organizational equipment and assets are maintained and used in accordance with UNFPA policies and procedures
- Assist in writing proposals
- Perform other duties as assigned by your Supervisor or UNFPA Management.

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## **Qualifications and Experience**

### **Education:**

Advanced university degree in social work or other social sciences, public/community health, gender, law or related discipline.

### **Knowledge and Experience:**

- Up to 2 years of increasingly responsible relevant professional experiences would be desirable.
- Field experience addressing/integrating gender and/or reproductive health issues in emergency and post conflict contexts
- Knowledge of gender issues in development, particularly GBV, including relevant international human rights standards; and operational and advocacy experience implementing UN Security Council resolutions on Women, Peace and Security (1325,1820, 1888, 1889 and 1960)
- Experience in utilizing the following international tools: GBV Standard Operating Procedures; GBV Information Management System; IASC Guidelines for Integrating GBV Interventions in Humanitarian Settings; IASC Gender in Humanitarian Action Handbook; GBV Coordination Handbook; and WHO Ethical and Safety Recommendations for Researching Gender-based Violence in Emergencies, as an asset
- Excellent computer literacy (windows environment, MS office applications, including Word, Excel and PowerPoint, and internet skills)
- Experience and capacity in development and delivery of GBV training components to the government, NGOs and community-level participants
- Experience in application of conflict sensitive and “do no harm” approach programming

**Languages:**

Fluency in English and Myanmar; knowledge of other Myanmar ethnic languages is an asset.

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**Required Competencies****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 relationships,
- Communicating for impact

**Functional Competencies:**

- Advocacy/Advancing a policy-oriented agenda
  - Leveraging the resources of national governments and partners/building strategic alliances and partnerships
  - Delivering results-based programmes
  - Internal and external communication and advocacy for results mobilization
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**UNFPA Work Environment**

UNFPA provides a work environment that reflects the values of gender equality, teamwork, Embracing diversity in all its forms, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.

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**Disclaimer**

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**HOW TO APPLY:**

UNFPA has established an electronic application management system. This allows applicants to create a candidate profile, which can be updated regularly and submitted for more than one vacancy. Download the Step by Step Guide to Applying in the E-Recruit System of UNFPA at <https://myanmar.unfpa.org/en/vacancies>. Please print out the Guide for your reference during the registration and application process.

Notice: There is no application, processing or other fee at any stage of the application process. 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.

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