



United Nations Population Fund

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Job Description

Job Title	NATIONAL POST: Programme Analyst, Women and Girls First Programme, Yangon, Myanmar Country Office, NOA
Job ID	27249
Location	Asia and Pacific
Full/Part Time	Full-Time
Regular/Temporary	Regular

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Background Information

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

Duty Station: Yangon, Myanmar

Closing Date: 12 December 2019 (5 pm, Yangon Time)

Duration: One Year (renewable) [i]

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

Organizational Setting

The Position:

Under direct supervision of Programme Specialist for Women and Girls First Programme, the Programme Analyst assists in managing the implementation of the Women and Girls First Programme Phase II (2019-2022) in a rapidly changing and highly complex environment. The incumbent will be based in Yangon with frequent backstopping missions to the field offices to ensure timely implementation of the Programme funded by different donors, including EU.

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 expands the possibilities for women and young people to lead healthy and productive lives. UNFPA supports countries in using population data for policies and programmes to reduce poverty and to ensure that every pregnancy is wanted, every birth is safe, every young person is free of HIV and AIDS, and every girl and woman is treated with dignity and respect. Advancing gender equality and promoting the empowerment of women is a key programme priority of UNFPA defined in UNFPA Strategic Plan (2018-2021). This includes addressing gaps in gender equality, improving sexual and reproductive health services, responding to and preventing Gender Based Violence (GBV) and integrating gender equality and human rights perspectives into national policies, development frameworks and laws.

UNFPA has successfully implemented multi-year donor trust fund “Women and Girls First Programme” (2016-2019) with the total delivery of almost USD 19 million. Under the Women and Girls First programme, UNFPA is committed to leading the international community and supporting national stakeholders in addressing gaps in gender equality, improving sexual and reproductive health services, responding to and preventing gender based violence (GBV) and integrating gender equality and women's human rights perspectives into national policies, development frameworks and laws.

The second phase of the Women and Girls First Programme was launched in mid-2019 with EU funding and is expected to be implemented through the end of 2022. In order to implement the Women and Girls First Programme Phase II with strong programme fund management, coordination of donors and partnerships to support the technical and programme team to meet the commitments of the Women and Girls First Programme, the Programme Analyst will support managing the implementation of the Women and Girls First Programme Phase II (2019-2022) in collaboration with other team members in the programme unit.

Main Tasks & Responsibilities

You would be responsible for:

A. Programme Management

- Support Programme Specialist and other UNFPA staff members engaged in Women and Girls First Programme to ensure strong fund management and programme implementation and produce timely financial and progress reports as per donor (including EU) agreements;
- Evaluate proposals, including workplans and budgets, submitted by implementing partners and ensuring that workplans are in compliance with UNFPA Programme Policy and Procedures (PPM) as well as in line with national framework where they exist, and take into account work undertaken or planned by the government or other donors and partners (including EU);
- Guide and support timely preparation of UNFPA and implementing partner workplans, provide technical support to enhance SRHR and GBV integration and ensure necessary coordination with the Gender/GBV Unit, Humanitarian Unit and SRH Unit;
- Provide support to the programme team whether staff or short-term consultants, in both substantive and operational issues ensuring optimization of human and financial resources and promoting a culture of results with highest performance standards;
- Undertake day-to-day management of the programme, including effective programme implementation and, documents progress towards the achievement of outputs;
- Working together with Programme Specialist, manage the programme budget and facilitate budget approvals and revision processes as per UNFPA programme policies and procedures (PPM);
- Ensure appropriate recording and financial documentation as required by UNFPA and preparation of required financial and programme reports, including monthly implementation rate;

- Facilitate transparent financial management of the Women and Girls First Programme for regular audits and evaluation;
- As per the agreed internal control framework (ICF), approve requisitions, and follow up on purchase orders and payment requests in ATLAS, and ensure monthly delivery of programme outputs;
- Ensure UNFPA rules and regulations concerning finance, procurement, human resources and programme are adhered to;
- 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; and
- Regularly assess the capacity building needs for UNFPA implementing partners and sub-contractors, support roll out of the capacity building strategy and plan

B. Programme Planning, Implementation, Monitoring and Evaluation

- Ensure programme assessments are undertaken and relevant data collected to strengthen programme monitoring and evaluation;
- In coordination with UNFPA Monitoring and Evaluation Unit, contribute to the implementation of the monitoring and evaluation plan of the Women and Girls First Programme, conduct field visits, participate in the review meetings and evaluation missions;
- Support the UNFPA Monitoring and Evaluation Unit to further strengthen and implement the information management system which allows the efficient and effective collection, storage and analysis of data throughout the programme by different target states and regions;
- Analyze factors affecting the achievement of results, recommend corrective actions and follows up on recommendations.
- In collaboration with the Communication Unit, contribute to the development of the Women and Girls First Programme communication materials;
- Support development of Terms of References for programme consultants and experts hired on short-term basis and ensure proper delivery of technical assistance services and submission of technical and other reports;
- Facilitate the participation and involvement of relevant stakeholders, not limiting to UNFPA implementing partners, in programme implementation so that the process is inclusive, participatory and transparent;
- Provide support to ensure strong coordination of programme implementation among implementing partners and relevant government entities both at Union level as well as Sub-National Level;
- Follow up with the implementing partners on the timeliness and quality of the outputs as well as timely preparation of reports on achievements and lessons learned within the Women and Girls First Programme;
- Contribute reviewing and monitoring the priorities of the Government of Myanmar to ensure its synergies with the needs of the people the Women and Girls First Programme is seeking realign or reallocate across the Results Framework on the basis of recommendations of UNFPA;
- Support review and realignment of the Results Framework on the basis of the 4th UNFPA country programme (2018-2021) and new UNDAF (2018-2021);
- In coordination with UNFPA Division of Management Services and Resource Mobilization Branch, ensure compliance with donors' agreements; and
- Promote identification and synthesis of best practices and lessons learned for organizational sharing and learning including management of the online Community of Practice, development of newsletters, organization and facilitation of workshops for Women and Girls First partners.

C. Advocacy, Partnerships and Resource Mobilization

- Support the management of Women and Girls First Programme Donor Consultative Group Meetings including the preparation of meetings, prepare meeting minutes, reports on project and programme implementation and expenditure rates.
- Advocate to address gender equality, GBV as well as sexual and reproductive health and rights issues; and
- Perform any other duties assignment by UNFPA leadership

Qualifications and Experience

Education:

Advanced university degree in gender studies, public health, international relations, international development, public administration, financial management, business management social sciences or other related field.

Knowledge and Experience:

- A minimum of 2 year experience, including experience in programme management;
- Knowledge on sexual and reproductive health and rights and gender equality issues, particularly GBV, including relevant international human rights standards and instruments;
- Demonstrated strategic thinking skills, good coordination, communication, international and motivational skills
- Results-based programme management experience, with particular focus on strategic planning and capacity building;
- Demonstrated experience in financial management and development of financial reports;
- Excellent computer skill (Windows environment, MS office applications including Word, Excel and Power-point); and
- Prior working experience with UN agencies is an asset.

Languages:

- Fluency in oral and written English and Myanmar is essential with ability to write clearly and concisely and to compose correspondence and documents in both languages.
- Knowledge of local languages in UNFPA target states and regions is an asset.

Other required skills:

- **Experience in application of conflict sensitivity and “do no harm” approaches in the programming**

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
- Delivering results-based programmes
- Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
- Internal and external communication and resource mobilization
- Innovation and marketing of new approaches

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.

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 <http://www.unfpa.org/employment>. 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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