



United Nations Population Fund

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Job Description

Job Title	NATIONAL POST: Programme Analyst, Monitoring and Evaluation (M&E), Yangon, Myanmar Country Office, NOA
Job ID	27252
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 the overall guidance of the Representative and under the direct supervision of the Women and Girls First (WGF) Programme Specialist, the Programme Analyst, M&E contributes to quality assurance and the effective management of UNFPA M&E activities funded through the second phase of the WGF Programme, funded by multiple donors, including EU, as well as through Canada's contribution to the Health, Empowerment and Rights Programme. He/she analyzes and assessed the implementation of the programme and provides substantive inputs to UNFPA's periodic reports – internal and external.

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, and every young person's potential is fulfilled.

UNFPA is currently finalizing implementation of the first phase of the WGF programme (2016-2019), a multi-year UNFPA-donor joint trust fund. Phase two of the WGF will be implemented from 2019-2022 with the initial phase started from July 2019 with EU funding. UNFPA is also implementing the Health, Empowerment and Rights Programme focused, a multi-year joint programme with UNICEF. UNFPA is committed to leading the international community and supporting national stakeholders in addressing gaps in improving sexual and reproductive health services, responding to and preventing gender based violence (GBV), expanding access to quality Mental Health and Psychosocial Support (MHPSS) services and integrating gender equality and women's rights perspectives into national policies, development frameworks and laws. The programme focus areas include Rakhine, Kachin and Northern Shan States as well as additional support to the South East, including Kayah, Kayin and Mon States.

The Programme Analyst, M&E assists in facilitating the delivery of WGF Phase II and HER Programme by developing appropriate tools and systems, supporting implementing partners, and monitoring results. He/she ensures and guides the appropriate application of systems and procedures and develops enhancements if necessary. S/he will support the development of monitoring tools together with the International M&E consultant to ensure that the indicators and measures incorporated in the results framework of the WGF are tracked, analysed and evaluated.

Main Tasks & Responsibilities

You would be responsible for:

- Support the collection and analysis of data of the WGF programme including SRHR, GBV and MHPSS data;
- Assist in the development of SRH/GBV/MHPSS indicators and reporting to support stronger understanding of progress made, gaps and needs, provides ongoing support in the gathering and analysis of SRH/GBV/MHPSS indicators and development of periodical reports;
- Strengthen monitoring tools, data collection methods and development of M&E reports to support IPs to ensure consistent and credible reporting;
- Support Implementing Partners to ensure results based monitoring and evaluation of all programme activities by providing feedback on quarterly progress reports, participation in monitoring meetings and field visits;
- Facilitate additional training for Implementing Partners on M&E tools to strengthen result based reporting, monitoring and evaluation.
- Support the preparation and formulation of the project documents required for the implementation of the WGF and HER programmes, including project descriptions, work plans and budgets and the preparation of periodic progress reports on UNFPA activities;
- Provide quarterly evaluation of progress made on the indicators as set out in the Results Framework of the WGF and HER programmes, identifies challenges and provides recommendations;
- Support the development of systems for the reporting recording, consolidating and analysis of GBVIMS data;
- Support in and provide support to the monthly national GBVIMS Task Force and work closely with the Task Force to support the collection, collation, analysis and publication of data and provide periodical progress reports;
- Encourage and support organizations and agencies to use the GBVIMS through

- assessment, technical support, training, and quality assurance;
- Support the capacity building of partner organisations in consultation with the GBV WG, GBVIMS Steering Committee;
- Support the documentation of the concerns, suggestions and lessons learned from the rollout process and address identified challenges. Contribute to the implementation of the recommendations, provide ongoing support to further roll-out GBVIMS;
- Assist with the implementation of a sustainable mechanisms and strengthening of national capacity to support implementation of the GBVIMS;
- Lead the collation and preparation of reporting on GBVIMS data on a Quarterly basis; and

- Carry out any other duties as may be required by UNFPA leadership.

Qualifications and Experience

Education:

Master's degree in Statistics, Population, Demography, or Public Health and/or other related social science field

Knowledge and Experience:

- Up to 2 years of professional experience in a related field and/ or research
- Experience in information management, database development, usage and management;
- Experience with data and measures on gender and gender based violence highly desirable
- Demonstrated capacity to analyse data/statistics for humanitarian operations;
- Excellent Computer skills: MS Word, Excel, Access and database software, including in depth knowledge of pivot table/chart analysis;
- Demonstrated organizational skills, has the ability to work independently and productively, with multiple stakeholders in a fast-paced environment;
- Flexible work attitude, has the ability to work productively in a team environment and independently, and to handle requests or issues as they arise;
- Demonstrated understanding of issues related to confidentiality, data safety and other ethical
- Experience in the UN system and knowledge of Government procedures are assets.

Languages:

Fluency in oral and written English

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
- Solid Result-based programme development and management experiences

- 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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