



# United Nations Population Fund

[Step by Step Guide to Applying](#)

## Job Description

<b>Job Title</b>	NATIONAL POST: Programme Analyst, SRHR, (Two Positions), Multiple Location, Myanmar Country Office, NOB
<b>Job ID</b>	28597
<b>Location</b>	Asia and Pacific
<b>Full/Part Time</b>	Full-Time
<b>Regular/Temporary</b>	Regular

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### Background Information

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

Duty Stations: Sittwe, Rakhine State and Myitkyina, Kachin State, Myanmar

Closing Date: 2 March 2020 (5 pm, Yangon Time)

Duration: One Year (renewable) [i]

**In the motivation statement, the interested applicants are kindly requested to list the location (Sittwe, Rakhine State and Myitkyina, Kachin State) in order of preference.**

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

### Organizational Setting

#### The Position:

The SRHR Programme Analysts are located in the sub-offices in Myitkyina, Kachin State and Sittwe, Rakhine State and report to the respective Heads of Field Offices.

#### 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'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 (2018-2021). 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 spectrums.

UNFPA has also launched the second phase of the "Women and Girls First" Programme (2019-2022), which is a large multi-year, multi-donor initiative, that provides knowledge and technical leadership in partnership with civil society organizations and a wide range of national stakeholders to advance: gender equality, improving sexual and reproductive health and rights (SRHR) services, responding to and preventing gender based violence (GBV) and integrating of Mental Health and Psychosocial Support (MHPSS).

Emergency preparedness and humanitarian assistance are integrated in UNFPA's work in Myanmar and are an important aspect in its proposed fourth country programme (2018-2022). UNFPA, in line with its global strategy, contributes to strengthening national capacity to provide sexual and reproductive health services, gender based violence prevention and response and the use of population and rights-based data in humanitarian settings.

The SRHR Programme Analysts provide technical, operational and coordination support to UNFPA's Sexual and Reproductive and Health and Rights programme in Rakhine and Kachin States. The Programme Analysts will work in close collaboration with local authorities, humanitarian and development agencies (UN, NGOs and INGOs) and civil society organizations to provide SRH coordination and technical support at the state-level.

The SRHR Programme Analysts also substantively contributes to the effective management of UNFPA activities in the areas of sexual reproductive health and rights in respective duty station. S/he analyses and assesses relevant political, social and economic trends and provides substantive inputs to project formulation and evaluation, joint programming initiatives and national development frameworks. The Programme Analysts guide and facilitate the delivery of UNFPA's programmes by monitoring results achieved during implementation. S/he ensures and guides the appropriate application of systems and procedures and develops enhancements if necessary.

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### **Main Tasks & Responsibilities**

#### **Partnerships and Coordination**

- Represent UNFPA to government, development and humanitarian coordination mechanisms in Sittwe and Myitkyina;
- Co-facilitate inter-agency, multi-sectorial and SRHR working groups (coordination groups) at state level;
- Develop/strengthen SRH humanitarian/recovery coordination mechanism in place at state level.
- Liaise with SRH staff, and health advisers in other agencies and organizations (including governments, national and international NGOs and women's groups)
- Implement agreed-upon SRH standard operating procedures and related policies and practices.
- Work closely with the implementing partners according to the project document and work plan;

#### **Technical support and Programming**

- Plan, coordinate and manage UNFPA-supported activities such as provision of health

messages including maternal and newborn health, STD/HIV/AIDS, gender issues including GBV and trafficking of women, ASRH and other health-related topics which are particularly beneficial to youth and women in the community and in-line with cultural and traditional beliefs of the respective communities.

- Maintain a good knowledge of other SRH, including HIV/AIDS and ASRH projects funded by various agencies in assigned areas and coordinate UNFPA-supported activities with those of other stakeholders (UN agencies, Government, INGOs and NGOs);
- Use and apply systematically standard guidelines and protocols such as IASC guidelines, SRH/GBV in humanitarian settings related instruments during assessment, planning and implementation of SRHR programming. Disseminate and orient Government, UNFPA and humanitarian partners to use, adapt and apply in their respective programming.
- Consolidate existing assessments on the SRH situation in that setting and/or engage the displaced, returnee and host populations in conducting relevant participatory analyses, rapid needs assessments, etc. of SRH. Use this information to develop/update SRH action plans in collaboration with various sectors/clusters.
- Support the strengthening of MSDR system at state and township levels through data analysis and quarterly review meetings.
- Support the operationalization of SRHR policy at state level once it is launched.
- Identify any gaps or constraints in improving SRH status in assigned areas including for RHCS & LMIS with appropriate recommendations to UNFPA and implementing partners;
- Support developing proposals and engaging in resource mobilization efforts to support joint programming.
- Provide technical assistance and participate in organizing and conducting trainings on SRH and GBV;
- Provide technical support to the development of relevant advocacy and policy documents to address SRH, GBV, ASRH and broader health issues at the state and township levels.

### **Monitoring and Evaluation**

- Monitor implementation of Implementing Partners work plans, identify opportunities to strengthen programme interventions, analyzes factors affecting the achievement of results, recommends corrective actions and follows up on recommendations provide regular feedback to the SRHR Specialist, Humanitarian Response Specialist and Women and Girls First Programme Specialist.
- Ensure that UNFPA-supported activities in assigned areas are properly implemented in a timely manner; Ensure the linkage of UNFPA-supported project activities with expected outputs of UNFPA's Programme of Assistance in Myanmar;
- In collaboration with the SRH working groups, review SRH information reporting forms and other relevant forms as needed for the setting. Train partner organizations and other sectors in use of SRH reporting and monitoring forms with particular emphasis to the implementation of Minimum Initial Service Package (MISP).
- Collect, compile, and analyze SRH periodic reports with an emphasis on identifying trends and patterns. Develop monthly reports that capture relevant information and that support the analysis and evaluation of program progress and outcomes.
- Collect and compile programme activity information, evaluating progress toward achievement of program outcomes.
- Regularly and closely follow up with partners in the field and liaise on all aspects of planning, programming, implementation and review.

### **Administrative, financial and miscellaneous:**

- Periodic keeping track on project implementation and expenditure including disbursements, vouchers and liquidations of the assigned activities to ensure effective internal controls procedures and policy are in place;
- Ensure organizational equipment and assets are maintained and used in accordance with UNFPA policies and business practice
- Prepare periodic progress and annual reports (including financial reports and reports on distribution and use of assets, equipment and supplies) using UNFPA's Result Based Management approach, substantive analysis of related issues and way forward;
- Analyse, synthesize and disseminate information and data, develop and maintain information systems including project files, reports, publications, briefings, meeting

- minutes , note-to-files as required;
  - Assist in writing program concept notes and proposals.
  - Coordinate and collaborate with other UN agencies to maximize the outcomes and impact of the UNFPA programme of assistance;
  - Perform other related duties that may be assigned by UNFPA
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## **Qualifications and Experience**

### **Education:**

**Advanced university degree** in medical science, public health, humanitarian studies, or other social science and development related field.

### **Knowledge and Experience:**

- For those with advanced university degree, minimum two years of increasingly responsible relevant professional experience is required
- For those with Bachelor's degree, minimum four years of increasingly responsible relevant professional experience is required
- Strong commitment to the mandate of the UN and UNFPA in Myanmar
- Field experience addressing/integrating gender, and/or reproductive health issues in emergency and post conflict contexts
- Knowledge of reproductive health, HIV and protection issues in humanitarian and post-conflict recovery settings
- Excellent computer literacy (windows environment, MS office applications including Word, Excel and Power-point and Internet skills)

### **Languages:**

Fluency in English is required and Knowledge of local languages in Rakine or Kachine states 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:**

- Business acumen
- Implementing management systems
- Innovation and marketing of new approaches
- Client orientation
- Organizational awareness

### Managerial Competencies (optional)

Providing strategic focus, Engaging staff and partners, Leading, developing and empowering people/creating a culture of performance, Making decisions and exercise judgment

#### Required Skillset:

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 resource 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

WARNING TO APPLICANTS: UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you have received a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web. Should you feel that you have received a fraudulent notice, letter or offer that makes use of the name or logo of UNFPA, you may submit a report through the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

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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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