



# United Nations Population Fund

[Step by Step Guide to Applying](#)

## Job Description

<b>Job Title</b>	NATIONAL POST: Programme Associate, Women and Girls First Programme, Yangon, Myanmar Country Office, G7
<b>Job ID</b>	30142
<b>Location</b>	Asia and Pacific
<b>Full/Part Time</b>	Full-Time
<b>Regular/Temporary</b>	Regular

[Return to Previous Page](#)

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### Background Information

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

Duty Station: Yangon, Myanmar

Closing Date: 1 June 2020 (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 Associate will provide operational and coordination support, monitoring programme implementation, including financial implementation, of the Women and Girls First (WGF) programme. The Programme Associate will work in close collaboration with the Gender-Based Violence (GBV), Humanitarian and Sexual and Reproductive Health team and Operation team and provide assistance as appropriate. The Programme Associate will report directly to the Programme Specialist, WGF based in Yangon.

#### 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).

UNFPA has launched the second phase of the “Women and Girls First” Programme (2019-2022), which is a large multi-year, multi-donor initiative, including EU, 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 Mental Health and Psychosocial Support (MHPSS).

The Programme Associate will provide logistic, operational and coordination support to WGF Programme. S/he is instrumental in facilitating programme implementation using and developing appropriate mechanisms and systems and ensuring compliance with established procedures. S/he will apply established systems and procedures and assists in the development of work plans, timely reporting of implementing partners, and development of financial reports. S/he works closely with the Programme Analyst, WGF to prepare financial reports, organize events and workshops and prepare donor meetings and missions.

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### **Main Tasks & Responsibilities**

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

1. Participates in the implementation of the Women and Girls First programme by compiling and analyzing information in the subject areas of UNFPA assistance to the Government, drafts project documents and prepares financial reports.
2. Support creation of projects in ATLAS, preparation of budget revisions, monitor the utilization of funds and determination of unutilized funds. And support for operational and financial closure of projects (completed projects) in ATLAS.
3. In coordination with the GBV, Humanitarian, SRH team and Field Offices, support routine implementation of the WGF programme, supporting the development of work plans and work plans revision, reviewing quarterly reports of implementing partners and support monitoring and evaluation activities.
4. Check and review the Funding Authorization and Certificate of Expenditures (FACE) of IPs under WGF to ensure timely processing of financial advances to partners.
5. Provides logistical support and coordination of organizing of programme review meetings and other programme related workshops and events. Trains and guides staff and implementing partners on programme policies and procedures.
6. Provide administrative support to WGF programme, including support for development of terms of reference and recruitment of consultants and staff members; preparation of request for visas and travel authorization.
7. Act as a point of coordination between Yangon office and sub-offices in field locations, provide support and guidance in UNFPA policy and procedures and facilitate smooth coordination and timely implementation of the programme activities.
8. Contributes 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.
9. Supports preparation of donor meetings, field missions and advocacy and resource mobilization strategy of the Country Office by compiling and synthesizing relevant

background material for use in discussions and events.

10. Perform any other duties assigned by supervisor.

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## Qualifications and Experience

### Education:

Completed Secondary Level Education required. First level university degree desirable.

### Knowledge and Experience:

- Seven years of relevant experience in programme/ project management;
- Experience in financial management including supporting donor funded programmes;
- Understanding of Gender and/or gender-based violence, sexual reproductive health related issues in Myanmar;
- Previous experience in the UN is an asset;
- Strong interpersonal and organizational skills;
- Computer literacy – excellent knowledge of Excel, Word, Power Point etc.
- Good writing and communication skills.
- Demonstrated ability to work in a team environment

### 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

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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-oriented 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

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.

To apply for the post, please click on the following link:

[https://erecruit.partneragencies.org/psc/UNDPP1HRE/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?Page=HRS\\_CE\\_JOB\\_DTL&Action=A&JobOpeningId=30142&SiteId=1&PostingSeq=1](https://erecruit.partneragencies.org/psc/UNDPP1HRE/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=30142&SiteId=1&PostingSeq=1)

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For any questions or comments please contact [recruiting@unfpa.org](mailto:recruiting@unfpa.org)