

 Preview

NATIONAL POST: Programme Associate, Humanitari...

## Preview

Internal - Desktop

## Language

English (Default)

## Job Info

**Organization**

United Nations Population Fund

**Locations**

Yangon, Myanmar

**Work Locations**

United Nations Population Fund

**Posting Date**

20-Oct-2022

**Apply Before**

3-Nov-2022 06.30

**Posting Visibility**

Internal and External

**Full or Part Time**

Full time

**Grade**

G7

**Vacancy Type**

Fixed Term

**Practice Area****Bureau****Independent office****Contract Duration**

1 Year with Possibility for extension

**Education & Work Experience**

High School certificate- 7 year(s) experience

**Other Criteria**

First level university degree is desirable. Seven years of r...

**Required Languages**

English

**Desired Languages**

English and Myanmar

**Vacancy Timeline**

2 Weeks

**Mobility required/no mobility****Job Category**

Humanitarian &amp; Emergency Response

## Job Details

**Job Description****The Position:**

The Programme Associate, Humanitarian Preparedness and Response, supports the design, planning and management of UNFPA's country programme by managing data inputs, providing logistical support, monitoring project implementation and following up on recommendations. Under the overall guidance of the Deputy Representative, you will directly report to the Humanitarian Response 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 strategic plan (2022- 2025), reaffirms the relevance of the

current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

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:**

You will play an instrumental role in facilitating UNFPA's country programme and project implementation, supporting design, planning and management, in the area of humanitarian preparedness and response. You will provide and manage data inputs, support supply planning and distribution monitoring in coordination with colleagues engaged on Last Mile Assurance processes, provide logistical support in close coordination with field offices and the Operations team, and monitor project implementation and follows up on recommendations. You will apply established systems and procedures and assist in the creation of knowledge by compiling, synthesizing and analyzing relevant information, developing appropriate mechanisms and systems and ensuring compliance with procedures.

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

- Participating in the formulation of humanitarian programme and component projects, by compiling and analysing information relevant to the UNFPA's role in the country, drafting project documents and work plans and preparing tables and statistical data.
- Supporting the evaluation of project and programme activities, establishing ways to assess achievement and recommending corrective action as required; conducting field visits; participating in review meetings and evaluation missions and preparing regular inputs to status and progress reports.
- Guiding routine implementation of assigned projects, in coordination with UNFPA focal points for implementing partners and counterparts and project personnel, coordinating delivery of project inputs; and ensuring participation of counterparts in training activities and study tours.
- Supporting creation and management of projects in UNFPA systems, preparation of budget revisions, revisions of project award and project status, determination of unutilized funds, operational and financial closure of a projects.
- Providing logistical support to projects by coordinating project related meetings, workshops and events. Training and guiding project personnel and staff on national execution and programme policies and procedures.
- Coordinating closely between programme and Operations team to provide appropriate logistical support to enable timely procurement, and distribution of humanitarian supplies and services.
- Supporting compliance on reporting requirements related to the distribution of humanitarian supplies in line with UNFPA policies and procedures, including those on Last Mile Assurances, as well as efforts to ensure Accountability to Affected Populations.
- Assisting in implementing knowledge management strategies to capture lessons learned and best practices, sharing these with management for future planning

#### **Qualifications and Experience:**

##### **Education:**

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

##### **Knowledge and Experience:**

- Seven years of relevant experience in programme/ project management
- Previous experience in the UN is an asset
- Strong interpersonal and organizational skills
- Proficiency in current office software applications and corporate IT systems.

##### **Languages:**

Fluency in oral and written English. Ability to write clearly and concisely and to compose correspondence and documents in local languages will have an added advantage .

##### **Required Competencies:**

##### **Required Competencies Values:**

- Exemplifying integrity,

- Demonstrating commitment to UNFPA and the UN system,
- Embracing cultural diversity,
- Embracing change

**Functional Competencies:**

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

**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,

**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**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

HOW TO APPLY: UNFPA does not solicit or screen for information and does not discriminate on the basis of HIV/AIDS status. To apply for the post, please click on the following link: This link is for the external applicants.

[https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX\\_2003/job/6496](https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_2003/job/6496)