



Preview

FIXED TERM (FAST TRACK)_ NATIONAL POST: Progr...

Preview

Internal - Desktop

Language

English (Default)

Job Info

Organization

United Nations Population Fund

Locations

Yangon, Myanmar

Work Locations

DS - Yangon, Myanmar

Posting Date

20/06/2023

Apply Before

26/06/2023 06.30

Posting Visibility

Internal and External

Full or Part Time

Full time

Grade

NOA

Vacancy Type

Fixed Term

Practice Area

Bureau

Independent office

Contract Duration

1 Year

Education & Work Experience

Master's Degree - 2 year(s) experience

Other Criteria

Knowledge on SRHR and gender equality issues, particularly GBV...

Required Languages

English

Desired Languages

Vacancy Timeline

1 Week

Mobility required/no mobility



Job Category
Gender Equality & Human Rights

Job Details

Job Description

The Position:

Under direct supervision of the Women and Girls First Programme Manager, the Programme Analyst assists in managing the implementation of the Women and Girls First Programme Phase III (2023-2025) 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.

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 (2022-25), 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 (2022-2025). 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 multi donor supported "Women and Girls First Programme" since 2016 with the total delivery of almost USD 35 million. Through 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 increasing MHPSS needs and preventing gender based violence (GBV). The WGF is a nexus programme straddling humanitarian, development and peace building components.

The third phase of the Women and Girls First Programme was launched in May 2023 and is expected to be implemented until April 2026. To ensure effective management of the Women and Girls First Programme Phase III, coordination with donors and implementing partners, to support the technical and programme team to meet the commitments of the Women and Girls First Programme, the Programme Analyst will play an important role in collaboration with other team members in the programme management unit.

You would be responsible for:

A. Programme Management

- Support Programme Manager of the Women and Girls First Programme to ensure strong fund management and programme implementation and produce timely financial and progress reports as per donor 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 Manager, 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 Quantum, 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, Documentation, Monitoring and Evaluation

- Ensure programme assessments are undertaken and relevant data collected to strengthen programme monitoring and evaluation;
- Work closely with WGF M&E Analyst and IP focals to ensure alignment to WGF results framework and donor commitments.
- In coordination with WGF M&E Analyst, 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 WGF M&E Analyst 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 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;
- 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.
- Support in preparing narrative and financial reports for donors in a timely manner and upload in the system.

C. Advocacy, Partnerships and Resource Mobilization

- Support the management of Women and Girls First Programme Donor Consultative Group /Steering 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:

- 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

Compensation and Benefits:

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

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

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>

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 <https://myanmar.unfpa.org/en/vacancies>. Please print out the Guide for your reference during the registration and application process at <https://www.unfpa.org/resources/stepstepguideapplyingjobs-unfpa>. 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:

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