



# Preview

National Consultant for Humanitarian Response (557...

## Preview

Internal - Desktop

## Language

English (Default)

## Job Info

### Organization

United Nations Population Fund

### Bureau

### Locations

Yangon, Myanmar

Independent office

### Work Locations

United Nations Population Fund

### Contract Duration

3 Months

### Posting Date

26-Aug-2022

### Education & Work Experience

High School certificate - 5 year(s) experience

### Apply Before

9-Sep-2022 06.30

### Other Criteria

Completed Secondary Level Education required. First lev...

### Posting Visibility

Internal and External

### Required Languages

English

### Full or Part Time

Full time

### Desired Languages

### Grade

### Vacancy Timeline

2 Weeks

### Vacancy Type

Individual Consultancy

Mobility required/no mobility

### Practice Area

### Job Category

Humanitarian & Emergency Response

## Job Details

### Job Description

**This consultancy vacancy is open only for Nationals of Myanmar.**

#### Purpose of Consultancy:

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 (2022-2026), focuses on accelerating progress toward three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

The Humanitarian Response Consultant will support UNFPA Myanmar to respond to needs for humanitarian assistance in Myanmar, supporting management of resources and supplies. The consultant will provide considerable support to facilitate the effective prepositioning, distribution and monitoring of supplies. This will require strong coordination, teamwork and organizational skills and a capacity to work between programme and operations teams.

### **Scope of work:**

The consultant will focus on the following activities:

- Support the entire procurement process for humanitarian commodities, as well as goods and services. This reaches from identifying procurement needs, preparing procurement requests to inspecting supplies and supporting transportation and distribution arrangements.
- Provide guidance to field offices on procedures for handover and transportation of commodities. Closely monitor, track and update the humanitarian commodities tracking sheet and dashboard, follow up with field offices and Procurement Unit as and when required.
- Assist AODocs payment process for the transportation, warehousing procured humanitarian commodities and any related payment of Humanitarian unit.
- Assist the humanitarian team to monitor implementation of humanitarian funds. This involves monitoring, tracking and analyzing the budget transaction details especially for the activities, which are implemented under the humanitarian fund, check with Finance Unit and budget owner to ensure the compliance with the donor proposal and UNFPA policy and procedures.
- Offline check and review the IPs/CSOs work plan/ budget/ financial reports/ financial detail transactions, dial with Programme Officer/ Head of Unit.
- Contribute to revision and monitoring of the UNFPA Minimum Preparedness Actions (MPA) work plan.

### **Supervisory Arrangement**

The consultant will report directly to the Humanitarian Response Specialist and work in close coordination with the Humanitarian Programme Analyst and Operations and Programme Teams.

### **Duration and working schedule**

The Consultant will be engaged full-time from mid-September through the end of December 2022. The consultant will work at UNFPA Myanmar Country Office in Yangon, Myanmar. The frequency of attendance at the office will be determined by public health and security measures but is expected at the onset of the assignment to be at least 3 days per week. There will be possible travel to locations of UNFPA field offices and it will be determined by needs as well as public health and security advice.

### **Monitoring and Progress Control**

Monthly reports to be submitted with attendance sheets.

### **Required qualification and experiences**

#### **Education:**

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

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

- Five years of relevant experience in programme/ project management.
- Previous experience in the UN is an asset. Familiarity with UN procurement process is an advantage.
- Strong interpersonal and organizational skills;
- Computer literacy - Word, Excel, Power-point, etc.
- Good writing and communication skills.
- Demonstrated ability to work in a team environment.

#### **Payment Schedule:**

Payment will be made on a monthly basis upon the submission of certification of payment and a monthly report.

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**Please download P-11 form (<https://myanmar.unfpa.org/en/vacancies/unfpa-p11-personal-history-form>), fill your information, and upload your filled/signed P-11 form to complete your application for this consultancy.**

#### **HOW TO APPLY:**

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: This link is for the external applicants.

[https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX\\_2003/job/5574](https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_2003/job/5574)