



# United Nations Population Fund

[Step by Step Guide to Applying](#)

## Job Description

<b>Job Title</b>	NATIONAL POST: Programme Assistant, Maungdaw, Rakhine State, UNFPA Myanmar Country Office, G5
<b>Job ID</b>	32147
<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 Station: Maungdaw, Myanmar

Closing Date: 7 September 2020 (5 pm, Yangon Time)

Duation: One Year (renewable) [i]

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

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### Organizational Setting

#### The Position:

The Program Assistant provides programme, administrative and financial support to Muandgaw field based team in compliance with UNFPA policies and procedures. S/he will work in close collaboration with the Gender-Based Violence (GBV), Humanitarian and Sexual and Reproductive Health team and Operation team to provide assistance as appropriate. S/he will be responsible for logistical, administrative and financial management to support the implementation of activities for Muangdaw office.

S/he will report directly to the GBV Program Analyst in Maungdaw Sub-Office.

#### How S/he 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:**

In Myanmar, UNFPA delivers her program in challenging environments. In northern Rakhine, the Program Assistant plays a vital role in ensuring the smooth running of the office operations. S/he will ensure that the office operations are fully compliant with UNFPA existing policies and procedures. S/he will build close relationships with government officials, the UN agencies and other stakeholders, communicating regularly to support UNFPA program in northern Rakhine.

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### **Main Tasks & Responsibilities**

**S/he would be responsible for:**

#### **A. Project Management and Monitoring:**

- Assist the sub-office team in effective and timely management of project activities
- Support monitoring of project activities conducted by implementing partners
- Participate in coordination meetings, as assigned
- Maintain proper filing of documents and records related to the project
- Regularly keep track of project implementation and expenditure including disbursements and liquidations of assigned activities to ensure effective internal controls procedures and policies are in place
- Draft routing correspondence and draft minutes of project meetings
- Assist preparing background data, information, materials for regular reports, presentations, annual reports and other needed documents
- Assist sub-office liaising and coordinating with government counterparts and partners
- Help to track the receipt and distribution of commodities, including dignity kits and others
- Contribute to regular reporting to the Country Office

#### **B. Operations and Administrative Responsibilities**

- Undertake financial, logistical, and administrative arrangements required for the organization of workshops, inter-agency meetings, panel discussions, roundtables, missions, and other events organized by the sub-office team
- Custodian of petty cash
- Review incoming correspondence, collect and prepare necessary information for reply/action, and draft and finalize response
- Prepare monthly leave reports for the sub-office
- Prepare , project activities expenditure and financial status
- Maintain proper electronic filing system for project files, meeting minutes, note-to-files, liquidations and other reports as may be required;
- Assist the office in procurement of items within Maungdaw, in liaison with the procurement Unit in Yangon office
- Prepare travel authorizations and coordinate with the CO team and Travel Desk on travel arrangements.
- Prepare letters to government counterparts in northern Rakhine and coordinate appointments for meetings between government officials and UNFPA teams.

#### **C. Others**

- Act as government liaison for Muangdaw office for travel authorization and government appointments for UNFPA missions and ensure that UNFPA work is fully understood by Maungdaw district officials.
  - Work closely with UNFPA Country office supporting field based activities in the northern part of Rakhine State
  - Support in providing translation (oral and written) as required to ensure efficiency of the sub-office
  - Carry out other duties as directed by his/her supervisor.
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## Qualifications and Experience

### Education:

Completion of secondary level education required. First level university degree desirable.

### Knowledge and Experience:

- 5 years relevant experience in programme/project management;
- Previous experience in the UN is an asset;
- Strong interpersonal and organizational skills;
- Computer literacy – Microsoft package i.e. Word, Excel, Power-point
- Good writing and communication skills;
- Demonstrated ability to work in a team environment
- Working experience in region is an asset;
- Knowledge on the local context is desirable.

### Languages:

Fluency in oral and written English. Knowledge of local languages in Rakhine 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:

- Achieve 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

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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=32147&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=32147&SiteId=1&PostingSeq=1)

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