

Job Description

Job Title	Programme Manager, Women and Girls First (WGF) Programme, Yangon, Myanmar Country Office, P-4
Job ID	32986
Location	Asia and Pacific
Full/Part Time	Full-Time
Regular/Temporary	Regular

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Rotation

This post is non-rotational.

Closing Date: 27 October 2020 (5 pm New York time)

Duration: One year (renewable)[i]

Duty Station: Yangon, Myanmar

[i] No expectancy of renewal in accordance with UN Staff Regulations 4.5

Organizational Setting

The Position:

The Programme Manager is located in UNFPA Country Office in Yangon, Myanmar. S/he will provide overall strategic advice and direction in the management of the Initiative and ensures delivery of resources and results according to planned targets. The incumbent will be based in Yangon with frequent backstopping missions to the field offices. In all activities, the Programme Manager fosters collaboration within the UNFPA Country Office, particularly with the different outcome pillars Sexual and Reproductive Health and Rights (SRHR), Gender Equality and Women's Empowerment (GEWE) and Population Development) providing integrated programme and technical support; as well as facilitates communication and information exchange between WGF team members and other teams.

The position will report directly to the UNFPA Representative.

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:

In 2019, UNFPA successfully launched the phase II of the multi-year, multi-donor programme "Women and Girls First Initiative" (2019-2022). Under 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 reproductive health services, responding to and preventing gender based violence (GBV) and integrating gender equality and women's human rights perspectives into

national policies, development frameworks and laws. Through these key outcomes, UNFPA will also be seeking to achieve improved and strengthened access to justice and increased participation of women in the peace process, through economic and political empowerment.

The WGF is an integrated and complex nexus initiative that addresses humanitarian needs, while strengthening technical capacities and policy measures in a development context. It also addresses the social and community cohesion element, thus contributing to peace outcomes in Myanmar. The degree of complexity has further increased with the advent of COVID-19 and the need for the WGF programme to reposition itself to deliver its mandate within the evolving COVID-19 situation. The WGF programme has also become the central vehicle for UNFPA's response to COVID-19 in Myanmar, in terms of developing and adapting SOPs for SRHR, GBV referral; supporting the delivery of SRHR and GBV services in quarantine facilities, retraining of volunteers, front-line health workers, and strengthening Mental Health and Psychosocial (MHPSS) services in the country.

The position of the Programme Manager will be responsible for the overall implementation of the WGF (Phase II) programme, including programme planning, programme implementation, fund management, technical support and guidance, coordination of donors and partnerships and communication. S/he provides overall strategic advice and direction in the management of the Initiative and ensures delivery of resources and results according to planned targets.

Key results expected of the Programme Manager include:

- Effective co-ordination and delivery of WGF Phase II within the overall country programme context;
- Support to UNFPA COVID-19 response;
- Assistance in advocacy and positioning of ICPD in policy dialogue; and
- Support to resource mobilization efforts by the country office

The primary activities of the Programme Manager are:

- Programme Management Support, including day-to-day coordination of the WGF team and activities
- Support to Policy and Programme Development and Implementation
- Capacity Development
- Knowledge Management

Main Tasks & Responsibilities

You would be responsible for:

Programme Management

- Co-ordination of the planning and delivery of the WGF(II) programme ensuring its integration with other UNFPA programmes in Myanmar, in particular the GBV prevention and response activities;
- Ensure Strategic positioning of the WGF (II) Programme, particularly ensuring its alignment with national and UN frameworks on COVID-19;
- Work closely with the humanitarian actors and ensure that WGF II is optimized in supporting humanitarian gaps within UNFPA country programme;
- Support delivery of SRHR and GBV services in COVID-19 quarantine facilities, including capacity building through development of SOPs, retraining of front-line health workers, case managers etc.
- Ensure follow-up activities to Myanmar ICPD country commitment are closely integrated within WGF II planning and execution.
- Guide and support timely preparation of UNFPA and implementing partner workplans, produce timely financial and progress reports as per donor agreements;
- Lead the WGF programme team, in both substantive and operational issues ensuring optimization of human and financial resources and promoting a culture of results with highest performance standards;
- Exercise oversight on day-to-day management of the programme, including effective programme implementation and, documents progress towards the achievement of outputs;
- Manage the programme budget and facilitate budget approvals and revision processes as per UNFPA programme policies and procedures (PPM);
- Manage and ensure compliance including 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;
- Perform financial (ATLAS) roles for the funds including approving requisitions, follow up on purchase orders and payment requests in ATLAS, and ensure monthly delivery of programme outputs.
- Ensure UNFPA rules and regulations concerning finance, procurement, human resources and programme are adhered to;

Capacity Building

- Support an environment of learning for the WGF team;
- Actively, lead the needs assessment of the WGF team and those of the counterparts (NGO and government partners) in delivering WGF II within the COVID-19 context;
- Ensure development of region-specific capacity development initiative for State institutions involved in the SRHR and GBV service delivery.
- Develop capacity building strategy and plan for UNFPA implementing partners and sub-contractors;
- Ensure that the WGF team and the implementing partners have mandatory PSEA certification

Programme Monitoring, Evaluation & Reporting

- Ensure programme assessments are undertaken and relevant baseline data collected so programme monitoring and evaluation can take place;
- In coordination with UNFPA Monitoring and Evaluation Unit, oversee the development of the monitoring and evaluation plan of the Women and Girls First Initiative;
- Implement the established information management system which allows the efficient and effective collection, storage and analysis of data throughout the programme by different target states and regions;
- Ensure timely reporting on the programme achievements to the donor and government partners
- Organise annual review of the programme, with the participation of implementing partners.
- Ensure review and realignment of the Results Framework on the basis of the new UNFPA country programme (2018-2021)

Communication & Visibility

- In collaboration with the Communication Unit, guide the development of the Women and Girls First Initiative communication strategy;
- Ensure donor and UNFPA visibility in adherence with HQ communication/ branding guidance
- Promote identification and synthesis of best practices and lessons learned for organisational sharing and learning

Advocacy, Partnerships and Resource Mobilisation

- Establish and maintain partnerships with stakeholders including Myanmar government, UN agencies, civil society organizations, International NGO as well as donors;
- Manage the expectations of the donor partners while ensuring that they are actively engaged in programme implementation
- Support the management of Women and Girls First Donor Consultative Group Meetings including the preparation of reports on project and programme implementation and expenditure rates.
- Leverage the donor partnerships towards mobilization of additional resources and advocacy on ICPD country commitment follow-up

Participate in the Country Office Management Team meetings and contribute towards achievement of UNFPA country office results and corporate initiatives

Perform any other duties assigned by the Country Representative

Qualifications and Experience

Education:

Advanced University degree in public health, sociology, demography, gender, economics, international relations, international development, public administration, management or other related field.

Knowledge and Experience:

- 7 years of increasingly responsible professional experience in management and development relevant to population and development, sexual and reproductive health, and gender, including three at the international level
- Substantive knowledge and practical experience in population and development, sexual and reproductive health, and gender
- Experience in programme and/or technical assistance with the UN System
- Field experience is required

Languages:

Fluency in English is required; Working knowledge of another official UN language is an asset.

Other Desirable Skills:

Initiative, strong conceptual and analytical abilities, sound judgment, liaison skills, negotiation skills, administrative and management skills, strong interest in development work, especially the mission of the United Nations Population Fund and dedication to the principles of the United Nations.

Required Competencies

Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing diversity in all its forms
- 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-based programmes
- Internal and external communication and advocacy for results mobilisation

Managerial Competencies:

- Providing strategic focus,
- Engaging in internal/external partners and stakeholders,
- Leading, developing and empowering people, creating a culture of performance
- Making decisions and exercising judgment

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.

Compensation and Benefits

This position offers an attractive remuneration package commensurate with the level of the post. The package includes a competitive net salary plus cost of living adjustment, housing allowance, home leave, health insurance and other benefits.

Disclaimer

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Notice to applicants: In accordance with the rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, are required to renounce such status upon their appointment. Exceptions to this rule are very limited and can be made only for: (a) stateless persons; (b) newly appointed staff members who have applied for citizenship by naturalization, when such citizenship will be granted imminently; (c) acting staff members in the General Service and related categories with permanent residency status, on promotion to the Professional category; (d) staff members appointed under a temporary appointment. Please understand that UNFPA is not in a position to provide advice on or assistance in applying for any citizenship.

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.

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