



# United Nations Population Fund

[Step by Step Guide to Applying](#)

## Job Description

<b>Job Title</b>	NATIONAL POST: Programme Assistant, Sexual and Reproductive Health and Rights (SRHR) and Health, Empowerment and Right (HER) programme, Nay Pyi Taw, UNFPA Myanmar Country Office, G5
<b>Job ID</b>	37436
<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: Nay Pyi Taw, Myanmar

Closing Date: 11 June 2021 (5 pm, Yangon Time)

Duation: Initial One Year (renewable) [i]

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

### Organizational Setting

#### The Position:

The Program Assistant provides programme, administrative and financial support to the UNFPA office in Nay Pyi Taw and to the Sexual and Reproductive Health and Right (SRHR) and Health, Empowerment and Right (HER) team in compliance with UNFPA policies and procedures. The Programme Assistant is expected to work in collaboration with the SRHR, GBV and Humanitarian programme teams and contribute to the achievements of the SRHR programme in its design, planning and management by providing administrative and logistical support, monitoring project implementation and following up on recommendations.

This role is primarily responsible for providing programme, logistics, administrative and financial support to the SRHR/HER area and its partners in order to contribute to the achievement of Country Programme goals.

#### 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:**

Under the overall supervision of the SRHR Programme Specialist and with the direct supervision of Programme Analyst (SRHR), the Programme Assistant, in close coordination with UNFPA Nay Pyi Taw Office, Country Office (CO) in Yangon and field-offices, the incumbent provides programme, administrative and financial support to the programme and technical team in compliance with UNFPA policies and procedures.

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### **Main Tasks & Responsibilities**

S/he would be responsible for:

#### **A. Provide technical support and facilitate quality programme results**

- Assist supervisor in effective and timely management of programme activities;
- Assist the Sexual and Reproductive Health and Right (SRHR) and Health, Empowerment and Right (HER) team including the SRHR programme specialist and Programme Analyst (SRHR) and Programme Analyst (Adolescents and Youth) to prepare documentation and briefs on SRHR/HER thematic areas;
- Analyze, synthesize and prepare background data, information, materials, working papers and tables for regular reports, presentations and annual reports and other needed documents
- Review the contributions agreement related to resource mobilization and monitor budget expenditures, dashboard data of requisition, purchase orders and voucher IDs under projects and follow up with payment process
- Create projects in GPS/ Atlas, preparation of budget revisions, revision of project award and project status, determination of unutilized funds, operational and financial closure of a project.
- Undertake presentation of information for audit of NEX projects
- Prioritize responses and follow up on urgent and important responses
- Liaise with the implementing partners and project counterparts as well as international and national NGOs on project matters
- Undertake daily monitoring of the project budget and its implementation
- Prepare monthly reports on the status of project implementation and expenditures and submit to the immediate supervisor as required
- Prepare and review IP inventory and Supplies programme reports for submission as necessary.
- Assist in supply planning and distribution of UNFPA supported commodities.

#### **B. Provide financial and logistical support**

- Processing for travel: prepare TA, security clearance and processing for SDA for the staff and implementing partners where required
- Assist timely and quality preparation of financial reports including budget revision(s) (i.e. timely delivery of Electronic Funding Authorization and Certificate of Expenditure (eFACE), preparation of supporting documents including direct payments, and progress reports in Global Programming System (GPS) and the Strategic Information System (SIS) in accordance with UNFPA Monitoring and Evaluation Guidelines, and in close coordination with the Implementing Partner (IP), Programme Analyst (SRHR) and Finance staff and M&E Staff.
- Provide support in the annual audit process of NEX projects; ensure timely preparation and existence of all supporting documents and correspondences for NEX audit/Spot Check and year end documents in the respective IPs and UNFPA offices and provide support during the NEX exercise.
- Prepare requisition request in ATLAS with input from the programme team members; utilize Atlas to produce monthly reports on the financial status of programmes or projects; create

vouchers and payments in Atlas, as needed;

- Monitor budget expenditures, dashboard data of requisition, Purchase Orders and voucher IDs under projects and follows up with payment process.
- Prepare a monthly cash forecast as required by the finance team in CO Yangon.

### **C. Manage documents, correspondence and reports**

- Draft routine correspondence and take notes and prepare meeting minutes of programme meetings
- Regular updates status of incoming letters in shared drive
- Review outgoing correspondence and documents for correctness of English and in conformity with standard UN practices and procedures
- Maintain programme and project files in designated places and a computerized system in shared drive
- Prepare and update international travel plans
- Managing information and workflow
- Develop and maintain information systems, including project files, reports, publications, briefing, meeting minutes, and notes-to-file and perform other related duties as required;
- Maintain and check documents and records related to the project activities related to assigned thematic areas and projects;
- Processing of communications: arranges meetings and mission with Implementing partners including embassies, INGOs/NGOs and UN agencies

### **D. Planning, organizing and multitasking**

- Participate in the trainings for the operations/ projects staff on programme;
- Contribute to knowledge networks and communities of practice;
- Contribute to maintaining the office filing system including iDocs and assist in archiving; maintain and update implementing partners and project files, including project progress reports, work plans and budgets in compliance with guidelines for the country programme;
- Draft routine correspondence and take notes and quality preparation of minutes of meetings (programme meetings) as part of the monitoring, tracking follows up actions;

### **E. Others**

- Undertaking any other assignments as requested by the 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;
- Past 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**

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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 SystemfUNFPAat<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 basisof 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=37436&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=37436&SiteId=1&PostingSeq=1)

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