



# United Nations Population Fund

[Step by Step Guide to Applying](#)

## Job Description

<b>Job Title</b>	FIXED TERM (FAST TRACK)_ NATIONAL POST: Programme Analyst, Gender Based Violence (GBV), Taunggyi, Shan State, UNFPA Myanmar Country Office, NOB
<b>Job ID</b>	37725
<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: Taunggyi, Shan State, Myanmar

Closing Date: 14 June 2021 (5 pm, Yangon Time)

Duation: One Year (renewable) [i]

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

### Organizational Setting

#### The Position:

The Programme Analyst will provide technical, operational and coordination support to UNFPA GBV programme and GBV sub-sector in southern Shan State. The incumbent will work in close collaboration with humanitarian and development agencies (UN, NGOs and INGOs), and civil society organizations and ethnic health organisations to provide GBV coordination and technical assistance as appropriate. The Programme Analyst, GBV will report directly to the Head of Office based in Taunggyi.

#### 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:

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 (2018-2021).

UNFPA has launched the second phase of the “Women and Girls First” Programme (2019-2022), which is a large multi-year, multi-donor initiative that provides knowledge and technical leadership in partnership with civil society organizations and a wide range of stakeholders to advance: gender equality, improving sexual and reproductive health and rights (SRHR) services, responding to and preventing gender based violence (GBV) and integrating Mental Health and Psychosocial Support (MHPSS). The Programme is currently being implemented in Rakhine, Kachin, northern Shan, Kayah, Kayin and Mon States and will be further expanded to southern Shan state as of 2021.

The Programme Analyst will provide technical, operational and coordination support to set up the UNFPA GBV programme and support the GBV working group in southern Shan State. You will facilitate capacity building of various stakeholders in GBV prevention, mitigation and response, contribute to strengthening and expansion of partnerships and coordination mechanism in southern Shan State, and support integration of GBV programming with other UNFPA mandate areas, such as, Sexual and Reproductive Health and Rights, MHPSS, and youth.

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### **Main Tasks & Responsibilities**

You would be responsible for:

#### **A. Technical Support and Capacity Building**

- Analyze and interpret the political, social and economic environment relevant to population and development, sexual and reproductive health and gender, and identify opportunities for UNFPA assistance and intervention.
- Keep abreast of new policy developments and strategies analyzing policy papers, strategy documents, and prepare briefs and inputs for policy dialogue, technical assistance coordination, and development frameworks.
- Contribute in the development/strengthening of GBV humanitarian/recovery coordination mechanisms in place at state level.
- Use and systematically apply standard guidelines and protocols such as IASC Guidelines for Integrating GBV Interventions in Humanitarian Settings, RH/GBV in humanitarian settings, and related instruments during assessment, planning and implementation of GBV programming.
- Disseminate and orient partners to use, adapt and apply standard guidelines and protocols in their respective programming.
- Consolidate existing assessments on the GBV situation in that setting and/or engage the displaced, returnee and host populations in conducting relevant participatory analyses, rapid needs assessments, etc. of GBV.
- Use this information to develop/update GBV action plans and help to bring innovations to programming in collaboration with various sectors/clusters and the network of partners within the Women and Girls First programme.
- Support developing proposals and engage in resource mobilization efforts to support joint programming and strengthen coherence in programme delivery.
- Coordinate and facilitate relevant training sessions for intra-sectoral and multi-sectoral prevention and response actors for a stronger integrated rights-based approach.
- Provide technical support to the development of relevant advocacy and policy documents to address GBV and broader gender issues at the state and township level.
- Prepare periodic progress and annual reports (including financial reports and reports on distribution and use of assets, equipment and supplies) using UNFPA’s Result Based Management approach, substantive analysis of related issues and way forward.
- Provide technical support as needed to implementing partners to undertake case

management, referral, and psychosocial interventions for GBV survivors.

- Support health partners to integrate GBV and MHPSS issues into their service delivery.

## **B. Partnerships and Coordination**

- In coordination with Programme Specialist (GBV), support inter-agency GBV working groups (coordination groups) at state and lower levels.
- Liaise with GBV staff and gender advisers in other agencies and organizations (including national and international NGOs and women's organisations) for coherent GBV programme intervention.
- Implement agreed-upon GBV standard operating procedures, related policies and practices.
- Coordinate with GBV and protection actors to conduct emergency assessments, analyze results, and plan emergency response.
- Provide GBV and gender expertise to multi-sectoral assessments to ensure safe and ethical data collection, sharing, and risk reduction.

## **C. Monitoring and Evaluation**

- Monitor implementation of Implementing Partners' work plans, identify opportunities to strengthen programme interventions, analyze factors affecting the achievement of results, recommend corrective actions and follow up on recommendations. Provide regular feedback to the GE/GBV Specialist, Humanitarian Response Specialist and Women and Girls First Programme Specialist.
- In collaboration with the GBV working groups, review GBV Incident forms and other relevant forms as needed for the setting.
- Train partner organizations and other sectors in following GBV guiding principles, referral pathways, psychosocial interventions, as well as sector-specific tools for GBV assessment, reporting, case management, and monitoring.
- Collect, compile, and analyze GBVIMS data to identify trends, patterns, and service gaps and prepare reports as specified under Information Sharing Protocols.
- Develop monthly reports that capture relevant information and that support the analysis and evaluation of program progress and outcomes.
- Collect and compile programme activity information, evaluating progress toward achievement of programme outcomes.
- Regularly and closely follow up with partners in the field and liaise with their Yangon counterparts in all aspects of planning, programming, implementation and review.

## **D. Programme Management**

- Maintain awareness of budget and expenditures in order to manage programme within budget.
- Ensure organizational equipment and assets are maintained and used in accordance with UNFPA policies and business practice.
- Write monthly work plans, monthly reports, and other reports as needed or requested.
- Support donor missions and preparation of proposals.
- Arrange for comprehensive and progressive gender-awareness training workshops with all staff of this organization.
- Build and maintain strong networks and buy-in for accelerated GBV response from non-government and development and humanitarian actors.
- Perform other duties as assigned by UNFPA.

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## **Qualifications and Experience**

### **Education:**

Advanced university degree in social work or other social sciences, public/community health, gender, legal advice as it relates to gender and GBV, and development or related field.

### **Knowledge and Experience:**

- A minimum of 2 years of increasingly responsible relevant professional experience
- Strong commitment to the mandate of the UN and UNFPA in Myanmar

- Field experience addressing/integrating gender, and/or reproductive health issues in emergency and post conflict contexts
- Knowledge of gender issues in development, particularly GBV, including relevant international human rights standards; and operational and advocacy experience implementing UNSC resolutions on Women Peace and Security (1325, 1820, 1888, 1889 and 1960)
- Knowledge of reproductive health, HIV and protection issues in humanitarian and post-conflict recovery settings
- Experience in utilizing the following international tools: GBV Standard Operating Procedures; GBV Information Management System; IASC Guidelines for Integrating GBV Interventions in Humanitarian Settings; IASC Gender in Humanitarian Action Handbook; GBV Coordination Handbook; and WHO Ethical and Safety Recommendations for Researching Gender-based Violence in Emergencies
- Excellent computer literacy (windows environment, MS office applications including Word, Excel and Power-point and Internet skills)
- Experience and capacity in development and delivery of GBV training components to NGO, and community level participants

**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

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**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:**

- 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

**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 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=37725&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=37725&SiteId=1&PostingSeq=1)

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