



# United Nations Population Fund

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## Job Description

<b>Job Title</b>	FIXED TERM (FAST TRACK)_ NATIONAL POST: Programme Assistant, Taunggyi, Shan State, UNFPA Myanmar Country Office, G5
<b>Job ID</b>	37730
<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)  
 Duration: One Year (renewable) [i]

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

### Organizational Setting

#### The Position:

The Programme Assistant will provide operational and coordination support of the UNFPA programme in southern Shan State. The Programme Assistant will work in close collaboration with the Head of Office, GBV/SRHR Programme Specialist as well as the Operations team in Yangon to provide assistance, as appropriate. The Programme Assistant will report directly to the head of the field 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's Fourth Country Programme Document (2018-2022) for Myanmar was approved by the

Executive Board in September 2017. The Programme focuses on three key areas of intervention 1) sexual and reproductive health) 2) gender equality and women's empowerment and 3) population dynamics. The proposed Country Programme is aligned with new UNFPA's Strategic Plan (2018-2021) and the first United Nations Development Assistance Framework (2018-2021). Youth and adolescents as well as gender equality and related human rights, are mainstreamed throughout the programme. UNFPA has partnerships with UN agencies, INGOs and local NGOs, foundations and research institutions. UNFPA has a presence in a number of priority states/regions, integrating development, peace building and humanitarian spectrums.

UNFPA has also 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 of Mental Health and Psychosocial Support (MHPSS). The Programme has been implemented in Rakhine, Kachin, northern Shan, Kayah, Kayin and Mon States and will have expanded to southern Shan state as of 2021.

The Programme Assistant will provide logistic, operational support to UNFPA Programme in southern Shan State. S/he is instrumental in facilitating programme implementation using and developing appropriate mechanisms and systems and ensuring compliance with established procedures. S/he works closely with the team based in Taunggyi to prepare financial reports, organize events and workshops and support the preparation of field missions and donor visits. S/he supports procurement and distribution of commodities including support for emergency response.

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## **Main Tasks & Responsibilities**

You would be responsible for:

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

- Assist the project office team in effective and timely management of project activities
- Daily keeping track on project implementation and expenditure including disbursements, liquidations and vouchers of assigned activities to insure effective internal controls procedures and policy are in place
- Maintain and check documents and record related to the project
- 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 field office liaising and coordinating with counterparts and partners

### **B. Administrative, Financial and Operational Responsibilities**

- Undertake logistical, administrative and financial arrangements required for the organization of technical workshops, inter-agency meetings, panel discussions, roundtables, missions, and other events organized by the sub-office team;
- Review incoming correspondence, collect and prepare necessary information for reply/action, and draft and finalize response;
- Prepare monthly report on project activities and expenditure including financial statements
- Develop and maintain information systems including project files, reports, meeting minutes, note-to-file, financial statements, liquidations and vouchers as may be required
- Assist field office in operational management of project activities including procurement and logistics
- Perform other related duties as required

### **C. Others**

- Work closely with UNFPA Country office supporting humanitarian affairs activities in southern Shan State.
- Assist field office facilitating field missions to Southern Shan State

- Stand in for staff members in the section whenever he/she is on leave;
- Carry out other duties as directed by his/her supervisor.

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## **Qualifications and Experience**

### **Education:**

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

### **Knowledge and Experience:**

- 5 years previous relevant experience in programme/project management;
- Previous experience in the UN is an asset;
- 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;
- Working experience in respective sub-office is an asset;
- Knowledge on the local context is desirable.

### **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. Knowledge of local languages in southern Shan State 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:**

- 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.

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