



# United Nations Population Fund

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## Job Description

<b>Job Title</b>	FIXED TERM (FAST TRACK)_ NATIONAL POST: Programme Analyst, Humanitarian Preparedness and Response, Yangon, UNFPA Myanmar Country Office, NOA
<b>Job ID</b>	37739
<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: Yangon, 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 Humanitarian Preparedness and Response Analyst is located in the UNFPA's office in Yangon and reports to the Humanitarian Response Specialist and will be expected to coordinate closely with the Humanitarian Analyst and Associate, as well as the UNFPA's thematic teams.

#### 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 the civil society organizations, UN agencies, INGOs and local NGOs, foundations and research institutions. UNFPA has a presence in a number of priority states/regions, integrating development, peacebuilding and humanitarian spectrums.

Emergency preparedness and humanitarian assistance are integrated in UNFPA's work in Myanmar and are an important aspect in its proposed fourth country programme (2018-2022). UNFPA, in line with its global strategy, contributes to strengthening national capacity to provide sexual and reproductive health services, gender based violence prevention and response and the use of population and rights-based data in humanitarian settings.

With funding through the Central Emergency Response Fund (CERF), UNFPA will expand its SRHR/GBV/MHPSS nexus programming to Chin State initially through support to selected CSOs to scale up GBV prevention and response. UNFPA will also be scaling up interventions to ensure that SRHR services, including skilled delivery assistance, are available to populations affected by crisis.

The Humanitarian Preparedness and Response Analyst will provide technical, operational and coordination support to improve the quality of UNFPA's humanitarian response programming across Myanmar. The Programme Analysts will work in close collaboration with humanitarian and development agencies (UN, NGOs and INGOs), and civil society organizations to provide SRHR coordination and technical support at the state and township level. He/she will have a particular focus on capacity building, operationalization of mobile clinics, and programmatic expansion to Chin State and urban areas, based on needs and the availability of resources.

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## **Main Tasks & Responsibilities**

### **You would be responsible for:**

#### **A. Strategic Support and Environmental Scanning:**

- Support Humanitarian team to constantly scan of the environment, providing an early warning information and assuring preparedness mechanisms in the country office for addressing timely response to emergency situations;
- Provide logistical and administrative assistance to country office in relation to UNFPA's participation in emergency preparedness and relief efforts;
- Maintain continuous and close communication and provide swift follow-up and operational support to the Country Office during emergency situations.

#### **B. Coordination:**

- Coordinate and collaborate with relevant UNFPA programme officers/ regional advisors and partners (and local NGOs, etc.);
- Coordinate with the assigned Consultants and Specialists for operationalization of mobile delivery units;
- Represent UNFPA in humanitarian- related events and meetings as appropriate;
- Support regular mapping of SRHR services in humanitarian contexts/responses and liaise closely with the Health Cluster to ensure that they are represented in 3W exercises.

#### **C. Technical Support and Programming:**

- Support the Humanitarian team to plan and implement trainings on MISP (Minimum Initial Service Package) and sexual and reproductive health (SRH) in emergencies for UNFPA and partners as well as humanitarian actors, in addition to taking leadership on capacity building related to training related to GBV for the health sector, including on Clinical Management of Rape;
- Develop the relevant training tools tailored to the context, in consultation with Humanitarian Specialist;
- Ensure appropriate monitoring of trainings and training outcome as well as contributing to the training tracker and efforts to expand the trained pool of MISP trainers in Myanmar;
- Serve as the focal point for the launch of UNFPA's mobile SRHR and delivery units ensuring regular communication with partners to troubleshoot, monitor implementation challenges and opportunities and provide regular support and assistance;
- Support planning, implementation, monitoring and provides inputs for reporting to CERF including participating in coordination meetings with UN Women and OCHA;
- Oversee efforts to expand UNFPA's programme in Chin State and in urban areas depending on needs and available resources;
- Coordinate closely with the Humanitarian Programme Associate and Operations Teams to pilot, monitor and document the adaptation of Dignity Kits for adolescent girls and elderly women;
- Take a coordination role in UNFPA Myanmar's preparedness efforts, including implementation of the Minimum Preparedness Actions (MPAs) and development of contingencies /scenarios
- Serve as IP focal point or the assigned implementing partners, and take responsibility on programme management including checking of the quarterly progress report and financial expenditures.

#### **D. Advocacy and communication:**

- In collaboration with Humanitarian and Communication teams, lead development of advocacy and communication materials including human interest stories, press releases and other advocacy materials on humanitarian/ emergency- related work; and
- Perform other duties assigned by UNFPA.

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#### **Qualifications and Experience**

##### **Education:**

Advanced university degree in gender studies, public health, medical sciences, international relations, development studies, laws, business management social sciences or other related field.

##### **Knowledge and Experience:**

- A minimum of two years of professional experience is preferred.
- Strong commitment to the mandate of the UN and UNFPA in Myanmar
- Field experience addressing sexual and reproductive health issues in emergency and post conflict contexts is an asset , with additional experience related to GBV preferred
- Knowledge of reproductive health, GBV, HIV and protection issues in humanitarian and post-conflict recovery settings
- Demonstrated experience facilitating training sessions/continuous medical education for health workers is preferred
- Excellent computer literacy (windows environment, MS office applications including Word, Excel and Power-point and Internet skills)

##### **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

**Managerial Competencies (optional)**

Providing strategic focus, Engaging staff and partners, Leading, developing and empowering people/creating a culture of performance, Making decisions and exercise judgment

**Required Skillset:**

Advocacy/advancing a policy oriented agenda

Leveraging the resources of national partners/building strategic alliances and partnerships

Delivering results based programmes

Internal and external communication and resource 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 emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web. Should you feel that you have received a fraudulent notice, letter or offer that makes use of the name or logo of UNFPA, you may submit a report through the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

**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 <https://myanmar.unfpa.org/en/vacancies>. Please print out the Guide for your reference during the registration and application process at <https://www.unfpa.org/resources/step-step-guide-applying-jobs-unfpa>.

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=37739&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=37739&SiteId=1&PostingSeq=1)

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