



# United Nations Population Fund

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## Job Description

<b>Job Title</b>	FIXED TERM (FAST TRACK)_ NATIONAL POST: Operations Analyst, Yangon, UNFPA Myanmar Country Office, NOB
<b>Job ID</b>	40620
<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: 8 December 2021 (5 pm, Yangon Time)

Duration: One Year (renewable) [i]

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

#### The Position:

The Operations Analyst post is located in Yangon Office and reports directly to the International Operations Manager (IOM). S/he provides support to the IOM by strategically undertaking the operations functions in the Country Office.

#### 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 (2018-2022). Youth and adolescents as well as gender equality and related human rights, are mainstreamed throughout the programme.

UNFPA has partnerships with the government departments, 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.

The Operations Analyst ensures an efficient, fully accountable and smooth functioning operations services unit to facilitate an effective programme implementation and delivery Under the guidance of the International Operations Manager, the Operations Analyst actively participates in the inter-agency coordination ensuring that UNFPA's common systems and service needs are met. S/he fosters a collaborative, client-oriented approach towards the CO's programme team and UN community, and supports effective communication and cooperation with the Regional Office and Headquarters (HQ).

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**Main Tasks & Responsibilities**

You would be responsible for:

- Support the International Operations Manager in assessing and anticipating the operational and staffing requirements for implementation of the country programme and its component projects by participating in the designing and reviewing meetings and assessing managerial and operational capacities of executing agencies.
- Develops strategy and plans for the operational services to be more responsive to the changing and expanding need of UNFPA's clients
- Supervises the administrative and finance team and ensure timely, efficient and effective delivery of services in support of the CO programme implementation.
- Support the IOM in overseeing the operations management of the Field offices
- Coordinates and support the implementation of corporate financial, procurement, and HR policies and systems in the country office and ensure adequate training to staff on these issues.
- Facilitate the Harmonized Approach to Cash Transfer (HACT) interagency initiative, including the management of the National Execution (NEx) requirements for the CO.
- Undertakes continuous analysis and monitoring of the CO's financial situation and prepares management reports on implementation and utilization of resources and follow up with fund managers on any anomalies and follow up with fund managers on any anomalies
- Oversees vendor contract management, procurement planning, and prequalification of suppliers and vendors.
- Manage the procurement contracts and LTAs used in the Country Office and supports the efficient undertaking of international procurement through PSB in accordance with CO requirements.
- Maintains oversight for timely provision of goods and services for the CO and projects following established corporate procedures regarding sub-contract review and awarding of contracts, evaluating cost effectiveness and managing negotiations.
- Oversees management of UNFPA assets and facilities.
- Support the initiative on cost saving and GHG reduction strategies for the country office.
- Participates actively in inter-agency meetings and working groups to ensure UNFPA interests are reflected in common system activities related to common services and premises, cost recovery

and cost sharing arrangements, privileges and immunities, security, etc.

- Alternate security focal point for the CO, and in coordination with the International Operations Manager ensures the CO and staff are compliant to security policy and procedures.
- Support the overview and preparation of monthly, quarterly and annual accountability checklists.
- Performs other duties as assigned by the supervisor

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## **Qualifications and Experience**

### **Education:**

- Advanced degree in business administration, public administration, finance, human resources, information technology or a related field.

### **Knowledge and Experience:**

- At least two years of relevant experience in administration, finance, procurement, or office management.
- Strong analytical and strategic thinking skills.
- Strong verbal and written communication skills.
- Proficiency in current office software applications and corporate IT systems.

### **Languages:**

- Fluency in English is required.

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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:**

- Supporting financial data analysis
- Developing ICT standards and applications
- Providing procurement services
- Ensuring facilities and assets management
- Managing data, information, correspondence and work flow
- Internal and external communication for business acumen
- Planning, organizing and multitasking

### **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

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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-stepguideapplyingjobs-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=40620&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=40620&SiteId=1&PostingSeq=1)

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