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Job Description

Job Title	FIXED TERM (FAST TRACK)_ NATIONAL POST: Operations Coordinator, Nay Pyi Taw, UNFPA Myanmar Country Office,NOB
Job ID	40621
Location	Asia and Pacific
Full/Part Time	Full-Time
Regular/Temporary	Regular

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Background Information

Duty Station: Nay Pyi Taw, Myanmar
Closing Date: 8 December 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 Operations Coordinator post is located in Nay Pyi Taw Office and reports directly to the International Operations Manager (IOM). S/he provides support to the IOM by strategically undertaking the operations functions of the Nay Pyi Taw Office in coordination with the Deputy Representative.

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 a presence in a number of priority states/regions, integrating development, peace building and humanitarian spectrums and partnerships with a wide spectrum of actors.

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 national 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).

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.

The Operations Coordinator is responsible for effective delivery of financial services, transparent utilization of financial resources and day-to-day operations management of the Nay Pyi Taw office. S/he analyses, ensures implementation of financial rules and regulations, and provide solutions to a wide spectrum of complex financial issues on rapid changing context in Myanmar. The Operations Coordinator promotes a collaborative, client-oriented approach consistent with UNFPA rules and regulations.

The Operations Coordinator leads and supervises the staff of the operations team based in Nay Pyi Taw office. S/he works in close collaboration with the operations team, programme and project teams in Nay Pyi Taw and Yangon offices as well as UNFPA HQs staff and in ensuring successful CO performance in Finance.

Main Tasks & Responsibilities

You would be responsible for:

1. Ensure effective and accurate operational and financial resources management and oversight, focusing on achievement of the following results:

- Financial resources management through planning, monitoring, guiding, controlling of the resources in accordance with UNFPA rules and regulations.
- Carry out financial analysis, ensure oversight of all resources managed by the Nay Pyi Taw office, and provide high-quality professional advice to the colleagues and management.
- Coordinate timely production of accurate donor reports in liaison with relevant finance and programme focal point.
- Implement effective internal controls in operations among other things develop relevant SoPs to support the policies and guidelines related to operations management in coordination with Yangon operations colleagues
- Serve as a focal point for the Harmonized Approach to Cash Transfer (HACT). Ensuring timely preparations of HACT assurance activities plan and monitoring of its implementation.
- Facilitate the orientation to staff and Implementing Partners on financial management
- Follow up for timely implementation of audit recommendations and ensure the HACT Database/IPAS is accurate and up-to-date at all times.
- Represent UNFPA in UN common working groups especially those directly related to the

management of the Nay Pyi Taw office

- Under the guidance of the International Operations Manager and in coordination with the Deputy Representative manage the day-to-day Operations matters of Nay Pyi Taw Office

2. Implement operational, financial management and oversight strategies; adapt processes and procedures to maximize effectiveness and efficiency focusing on achievement of the following results:

- Full compliance of financial activities, financial recording/reporting system and audit follow up with UN/UNFPA rules, regulations, policies and strategies; implementation of the effective internal control, proper design and functioning of the financial resources management system.
- In coordination with the Finance unit in Yangon, conduct the Nay Pyi Taw office finance business processes mapping and establish relevant internal Financial Standard Operating Procedures, for the control of the workflow between Nay Pyi Taw and Yangon office
- Continuous analysis and monitoring of the financial situation, presentation of forecasts for development and management projects for the Nay Pyi Taw Office
- Support the Nay Pyi Taw programme staff in the development, monitoring and implementation of the workplans
- Facilitate the effectiveness and efficiency of the financial services to UNFPA's staff and clients (payments, F10 settlements, reversals, petty cash, vendor initiation, etc.)

3. Exercise proper control of Nay Pyi Taw office accounts, focusing on achievement of the following results:

- Oversight of Operating Fund Account (OFA); ensure full compliance to the OFA policy;
- Coordination of financial closure activities and submission of all due certifications to HQ;
- Facilitate timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers.

4. Manage the Nay Pyi Taw office cash management focusing on achievement of the following results:

- Manage project cash advances and ensure accurate recording of receipts and facilitate timely liquidation
- Monitoring of financial exception reports for unusual activities, transactions and investigation of anomalies or unusual transactions and take necessary action
- Monitor the use of petty cash in Nay Pyi Taw office.

5. Facilitate capacity building and sharing knowledge among Nay Pyi Taw staff and implementing partners:

- Facilitate learning for staff and Implementing Partners, on HACT, Atlas, GPS, IPSAS etc
- Support induction to new staff especially those based in Nay Pyi Taw
- Building strong working relationships with Implementing partners and Civil Society Counterparts and providing support and guidance on operations management to ensure compliance to UNFPA policies and guideline on programme implement.
- Perform any other operations task assigned by the Supervisor and Head of Nay Pyi Taw office

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 and Myanmar language 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.

Disclaimer

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</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=40621&SiteId=1&PostingSeq=1

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