



United Nations Population Fund

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Job Description

Job Title	FIXED TERM (FAST TRACK)_ NATIONAL POST: Procurement Analyst, Yangon, UNFPA Myanmar Country Office, NOA
Job ID	40862
Location	Asia and Pacific
Full/Part Time	Full-Time
Regular/Temporary	Regular

Background Information

Duty Station: Yangon, Myanmar
Closing Date: 17 January 2022 (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 Context:

Emergency preparedness and humanitarian assistance are integrated in UNFPA's work in Myanmar and are an important aspect in its fourth country programme (2018-2022). The context for UNFPA's operations in Myanmar is characterized by complex layers of conflict, humanitarian settings, development deficits and human rights challenges. The UNFPA programme is delivered through its offices in Yangon, Nay Pyi Taw, Myitkyina (Kachin), Sittwe (Rakhine), Hpa-an (Kayin), Lashio (Northern Shan) and Taungyi (Southern Shan).

The Position:

Under the guidance and direct supervision of the International Operations Manager, the Procurement Analyst provides support to the Myanmar Country Office (CO) related to procurement of goods, supplies and services and responds creatively to the complex procurement challenges in Myanmar meet to timely delivery of programme.

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 strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

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:

Working within a large and complex Country Office (CO) environment, the Procurement Analyst substantively contributes to the effective management of UNFPA operations for timely delivery of work, services and goods especially during COVID-19 and the current political instability in the country and beyond.

The Procurement Analyst contributes to overall CO procurement towards a well-managed and results-oriented CO. The position will be expected to work closely with programme and operations teams for timely procurement goods, services and supplies. The incumbent will also participate in inter-agency procurement processes and will contribute towards strengthening a collaborative, client-oriented approach towards the CO's programme and UN community, supporting effective communication and cooperation with Procurement Services Branch/HQ and the Regional Office.

Main Tasks & Responsibilities

The incumbent will be responsible for:

- Overseeing all procurement activities in the CO and ensure the most economical and timely delivery of complete procurement portfolio by use of relevant procurement process
- Coordinate the preparation and implementation of the country office procurement planning and provide guidance to the Country Office to implement sound mechanisms for forecasting, planning and logistics management in the country.
- In close collaboration and coordination with the programme and operations team, ensure all contracts for professional services are monitored and implemented in a timely manner;
- Closely monitor the effectiveness of internal processes and procedures and suggest changes for improvement and/or facilitate the development of Standard operating procedures (SoPs) where necessary.
- Ensure that all procurement actions are undertaken in the most effective and efficient manner and carried out in accordance with prevailing UNFPA Policies and Procedures.
- Keep the CO abreast of latest developments in Policies and Procedures and provide support to the CO learning initiative.
- Participate in internal programme/procurement meetings to provide technical guidance relating to procurement
- Ensure information in the shipment tracker is accurate and up-to-date at all times
- Facilitate communication and information exchange between the country office and Procurement Services Branch in Copenhagen by ensuring timeliness, adequacy, relevance and quality of procurement support to the country

Qualifications and Experience

Education:

Advanced university degree in business administration, public administration, procurement, Economics information technology or other related discipline.

Knowledge and Experience:

- Up to 2 years of increasing relevant professional experience at national or international level in a multicultural environment.
- Qualification in procurement, CIPS certification is highly desirable.
- Experience in working with the UN is desirable.

- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of web based management systems;
- Strong UN/ BoS familiarity, including common office processes will be an advantage.

Languages

Fluency in English and Myanmar; knowledge of other Myanmar ethnic languages is an asset.

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:

- Aligning human resources management with the organization's strategic direction;
 - Addressing the rights and needs of staff member;
 - Managing data, information and correspondence
 - Internal and external communication for business acumen
 - Planning, organizing and multitasking
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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

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/stepstepguideapplyingjobs-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/HRM_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=40862&SiteId=1&PostingSeq=1

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