



# United Nations Population Fund

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## Job Description

Job Title	FIXED TERM (FAST TRACK)_ NATIONAL POST: Programme Analyst, Gender Based
Job ID	40892
Location	Violence (GBV), Yangon, UNFPA Myanmar Country Office, NOB
Full/Part Time	Asia and Pacific
Regular/Temporary	Full-Time
	Regular

## Background Information

Duty Station: Yangon, Myanmar

Closing Date: 20 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 Position:

The Programme Analyst will provide technical, operational and coordination support to UNFPA GBV programme and GBV sub-sector coordination. The incumbent will work in close collaboration with different stakeholders, including humanitarian and development agencies (UN, NGOs and INGOs), and civil society organizations to provide GBV coordination and technical assistance as appropriate. The Programme Analyst, GBV will report directly to the Gender Equality/GBV Programme Specialist based in Yangon.

### 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 expands the possibilities for women and young people to lead healthy and productive lives. UNFPA supports countries in using population data for policies and

programmes to reduce poverty and to ensure that every pregnancy is wanted, every birth is safe, every young person is able to fulfill their potentials, and every girl and woman is treated with dignity and respect. Advancing gender equality and promoting the empowerment of women and girls is a key programme priority of UNFPA defined in UNFPA Strategic Plan (2022-2025).

The Programme Analyst will contribute to the achievement of outcomes and outputs indicated in UNFPA Myanmar Country Programme Document (2018-2022), especially, Outcome 3 on Gender Equality and Women's Empowerment; Output 1: Strengthened capacities to formulate and implement multi-sectoral rights-based policies and interventions that prevent and mitigate the impact of gender-based violence, especially among the marginalized, the vulnerable and young people. Under the overall country programme document framework, UNFPA has launched the second phase of the "Women and Girls First" Programme (2019-2022), which is a large multiyear, multi-donor initiative, including EU, 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 Mental Health and Psychosocial Support (MHPSS).

In close coordination with UNFPA offices in Yangon and Nay Pyi Taw as well as field offices, the Programme Analyst will provide technical, operational and coordination support to UNFPA GBV programme and GBV sub-sector coordination. The incumbent will ensure quality and timely programme design, implementation and monitoring, facilitate capacity building of various stakeholders in GBV prevention, mitigation and response, contribute to strengthening and expansion of partnerships and coordination mechanism, and support integration of GBV programming with other UNFPA mandate areas, such as, Sexual and Reproductive Health and Rights, Mental Health and Psychosocial Support (MHPSS), and youth.

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## **Main Tasks & Responsibilities**

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

#### **A. Technical Support and Capacity Building**

- Analyze and interpret the political, social and economic environment relevant to population and development, sexual and reproductive health and rights and gender, and identify opportunities for UNFPA assistance and intervention;
- Keep abreast of new policy developments and strategies analyzing policy papers, strategy documents, development frameworks, and prepare briefs and inputs for technical assistance, coordination, and development frameworks;
- Contribute to the strengthening of GBV humanitarian/recovery coordination mechanisms at national/sub-national level;
- Use and systematically apply standard guidelines and protocols such as IASC Guidelines for Integrating GBV Interventions in Humanitarian Settings, SRHR/GBV in humanitarian settings, and related instruments during assessment, planning and implementation of GBV programming;
- Support the analysis of quarterly GBV Information Management System (GBVIMS) data and facilitate continuous capacity building of data gathering organizations to implement the GBVIMS effectively;
- Disseminate and orient UNFPA and implementing partners to use, adapt and apply standard guidelines and protocols in their respective programming;

- Consolidate existing assessments on the GBV situation in that setting and/or engage the displaced, returnee and host populations in conducting relevant participatory analyses, rapid needs assessments, etc. of GBV;
- Use this information to develop/update GBV action plans and help to bring innovations to programming in collaboration with various sectors/clusters and the network of partners;
- Support developing proposals and engage in resource mobilization efforts to support joint programming and strengthen coherence in programme delivery;
- Coordinate and facilitate relevant training sessions for intra-sectoral and multisectoral prevention and response actors for a stronger integrated rights-based approach;
- Maintain oversight, in close collaboration with GBV staff in the field offices, of the technical assistance and capacity building activities with implementing partners operating in each of the states and regions;
- Provide technical support to the development of relevant advocacy and policy documents to address GBV and broader gender issues;
- Prepare periodic progress and annual reports (including financial reports and reports on distribution and use of assets, equipment and supplies) using UNFPA's Result Based Management approach, substantive analysis of related issues and way forward;
- Provide technical support as needed to implementing partners and GBV subcluster/working group members to undertake case management, referral, and psychosocial interventions for GBV survivors and contribute to strengthening local capacity;
- Contribute to and support the management of MHPSS capacity building activities to support quality GB case management responses;
- Support review and adaptation of training and facilitation materials across UNFPA programme sites to ensure integration of best practices and international standards and guidelines.

## **B. Partnerships and Coordination**

- Contribute to the development/strengthening of GBV humanitarian/recovery coordination mechanism at national level, and where required, at the state level;
- Represent UNFPA/GBV sub-cluster in a range of inter-agency coordination forums and meetings to ensure GBV prevention and responses are well-addressed and integrated;
- Liaise and maintain networks with GBV staff and gender advisers in other agencies and organizations (including national and international NGOs and women's groups) for coherent GBV programme intervention;
- Implement agreed-upon GBV standard operating procedures, related policies and practices in coordination with the Gender/GBV and MHPSS teams;
- Coordinate with GBV and protection actors to conduct emergency assessments, analyze results, and plan emergency response;
- Provide GBV and gender expertise to multi-sectoral assessments to ensure safe and ethical data collection, sharing, and risk reduction;
- Support the provision of technical advice and guidelines to sectors and clusters to mainstream GBV into response plans and strategies.

## **C. Monitoring and Evaluation**

- Work with relevant specialists and teams in providing technical inputs for development of harmonized monitoring frameworks and tools for UNFPA's GBV prevention and response programme nationwide to ensure consistent and quality programme implementation;

- Monitor implementation of Implementing Partners' work plans, identify opportunities to strengthen programme interventions, analyze factors affecting the achievement of results, recommend corrective actions and follow up on recommendations;
- Train partner organizations and other sectors/clusters in following GBV guiding principles, referral pathways, psychosocial interventions, as well as sector-specific tools for GBV assessment, reporting, case management, and monitoring;
- Collect, compile, and analyze GBVIMS data to identify trends, patterns, and service gaps and prepare reports as specified under the Information Sharing Protocol;
- Collect and compile programme activity information, evaluating progress toward achievement of programme outcomes;
- Lead monitoring and evaluation of allocated implementing partners, including financial and narrative reporting as well as quality of programme implementation;
- Regular visits to field sites to monitor and evaluate programme implementation to support a regular cycle of improvement and identify opportunity for innovation;
- Regularly and closely follow up with partners in the field and liaise with their Yangon counterparts in all aspects of planning, programming, implementation and review.

#### **D. Programme Management**

- Maintain awareness of budget and expenditures in order to manage programme within budget;
- Ensure organizational equipment and assets are maintained and used in accordance with UNFPA policies and business practice;
- Write monthly work plans, monthly reports, and other reports as needed or requested;
- Assist in writing program proposals;
- Arrange for comprehensive and progressive gender-awareness training workshops with all staff of this organization;
- Perform other duties as assigned by UNFPA.

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#### **Qualifications and Experience**

##### **Education:**

Advanced university degree in social work or other social sciences, public/community health, gender, legal studies as it relates to gender and GBV, and development or related field.

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

- Two years of increasingly responsible relevant professional experience
- Strong commitment to the mandate of the UN and UNFPA in Myanmar
- Field experience addressing/integrating gender, and/or reproductive health issues in emergency and post conflict contexts
- Knowledge of gender issues in development, particularly GBV, including relevant international human rights standards; and operational and advocacy experience implementing UNSC resolutions on Women Peace and Security (1325, 1820, 1888, 1889 and 1960)
- Knowledge of reproductive health, HIV, psychosocial support and protection issues in humanitarian and post-conflict recovery settings as an asset

- Experience in utilizing the following international tools: GBV Standard Operating Procedures; GBV Information Management System; IASC Guidelines for Integrating GBV Interventions in Humanitarian Settings; IASC Gender in Humanitarian Action Handbook; GBV Coordination Handbook; and WHO Ethical and Safety Recommendations for Researching Gender-based Violence in Emergencies as an asset
- Excellent computer literacy (windows environment, MS office applications including Word, Excel and Powerpoint and Internet skills)
- Experience and capacity in development and delivery of GBV training components to various stakeholders, including NGO, CSO and community level participants

**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
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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>

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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 <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/HRS\\_HRAM.HRS\\_CE.GBL?Page=HRS\\_CE\\_JOB\\_DTL&Action=A&JobOpeningId=40892&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=40892&SiteId=1&PostingSeq=1)

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## Note:

While this position is for Yangon, the candidates who have applied for this will be also considered for any future similar opportunity with UNFPA Myanmar within one year.

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