



United Nations Population Fund

Job Description

Job Title	FIXED TERM (FAST TRACK)_ NATIONAL POST: Programme Analyst, Gender Based
Job ID	Violence (GBV), Sittwe, Rakhien State, UNFPA Myanmar Country Office, NOA 40893
Location	Asia and Pacific
Full/Part Time	Full-Time
Regular/Temporary	Regular

Background Information

Duty Station: Sittwe, Rakhine State, Myanmar

Closing Date: 20 January 2022 (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 Programme Analyst will provide technical, operational and coordination support to UNFPA GBV programme and GBV working group coordination in Rakhine. 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 GBV Programme Specialist based in Sittwe, Rakhine.

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 Rakhine-based UNFPA team and colleagues in other UNFPA offices, the Programme Analyst will provide technical, operational and coordination support to UNFPA GBV programme and GBV working group coordination and MHPSS programme and MHPSS Peer Support Network in central Rakhine. 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.

Main Tasks & Responsibilities

You would be responsible for:

A. Technical Support and Capacity Building

- 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;
- Disseminate and orient UNFPA and implementing partners to use, adapt and apply standard guidelines and protocols in their respective programming;
- Conduct service mapping and engage local populations in relevant participatory analyses, needs assessments and monitoring;
- Use the collected information to develop/update GBV action plans 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;
- Support the organisation of and facilitate relevant training sessions for intra-sectoral and multi-sectoral prevention and response actors for a stronger integrated rightsbased approach;

- Maintain oversight, in close collaboration with GBV staff in the field offices, of the technical assistance and capacity building activities with implementing partners under their responsibility in central Rakhine;
- Support preparation of 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;
- Develop proficiency in the use of GBVIMS data to track overall trends of reported GBV incidents and analyze the data for further programming and advocacy;
- Provide technical support as needed to implementing partners and GBV 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 MHPSS peer support network.

B. Partnerships and Coordination

- Support GBV team in Rakhine for GBV working group-related tasks and meetings;
- 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 and monitor agreed-upon GBV standard operating procedures, related policies and practices in coordination with the Gender/GBV and MHPSS teams, and assist in development, revision or dissemination of these documents as requested;
- Coordinate with GBV and protection actors to conduct emergency assessments, analyze results, and plan emergency response;
- Support establishment and monitoring of GBV referral pathways;
- Support GBV risk mitigation across other cluster/sectoral interventions;
- Support and strengthen partnerships with local organizations, civil society and local women's and youth organizations to support alliances and networking.
- Support MHPSS Peer Support Network activities in central Rakhine.

C. Monitoring and Evaluation

- Work with relevant specialists and teams for development of harmonized monitoring frameworks and tools for UNFPA's GBV prevention and response programme nationwide to ensure consistent and quality programme implementation;
- Regularly conduct field monitoring visits to support a regular cycle of improvement and identify opportunity for innovation;
- 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;
- Support collection, compilation, and analysis of 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.

D. Programme Management

- Maintain awareness of budget and expenditures in order to manage programme within budget;
- Ensure organizational equipment and assets under their responsibility are maintained and used in accordance with UNFPA policies and business practice;

- Compile monthly work plans, monthly reports, and other reports as needed or requested;
- Assist in writing program proposals and donor reports;
- Perform other duties as assigned by UNFPA.

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:

- Up to 2 years of increasingly responsible relevant professional experience
 - Strong commitment to the mandate of the UN and UNFPA in Myanmar
 - Field experience addressing/integrating gender in emergency and post conflict contexts
 - Knowledge of gender issues in development, particularly GBV, including relevant international human rights standards
 - Knowledge of psychosocial support and protection issues in humanitarian and postconflict 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 are desirable
- 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. -----

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

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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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=40893&SiteId=1&PostingSeq=1

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For any questions or comments please contact recruiting@unfpa.org