



United Nations Population Fund

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Job Description

Job Title	NATIONAL POST: Administrative Associate for Local Travel and Protocol Services (LTPS), Yangon, UNFPA Myanmar Country Office, G7
Job ID	41719
Location	Asia and Pacific
Full/Part Time	Full-Time
Regular/Temporary	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: 10 May 2022 (5 pm, Yangon Time)

Duaction: One Year (renewable) [i]

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

Organizational Setting

The Position:

The Admin Associate for Local Travel and Protocol Services (LTPS) post is located in Operations Unit of the Country Offices (CO). Under the overall guidance of the IOM the Administrative Associate LTPS reports directly to the Operations Analyst. S/he provides support to the Operations Unit for the strategic undertaking of administration, transportation and protocol related functions.

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 operations management.

Job Purpose:

The Admin Associate (LTPS) is located in Yangon, Myanmar. S/he ensures the effective functioning of transport arrangements, travel and protocol issues in support of the programme and

office management in compliance with the relevant rules, guidance, processes and procedures.

Main Tasks & Responsibilities

You would be responsible for the following:

- Ensure high standards of accountability in administrative protocols for Travel and Services
 - Supports in management of Humanitarian Aviation process, Evacuation and Relocation of staff, as necessary.
 - Detects potential inefficiencies and bottleneck problems and recommends proper and timely remedial action as these relate to administrative and transportation protocols.
 - Develops tools and mechanisms for the effective monitoring and evaluation of transportation plans, ensure proper and efficient use of official CO vehicles, analysis of fuel consumption and monitoring of drivers OT.
 - Analyzing of administrative and financial data in relation to administrative and transportation with an effort to provide to management accurate and up-to-date information for decision making.
 - Interprets policies and procedures particularly relating to administration, transportation and protocol and provide guidance and training to staff.
 - Ensures the application of transportation operational processes and procedures in support of the
 - Coordinate with Programme colleagues to facilitate timely administration and transportation support for programme/project delivery.
 - Ensure encumbrance of fund before goods and services are delivered
 - Coordinates all transportation related arrangements, including but not limited to clearance of travel authorizations and processing of relevant payments, booking tickets, arranging ground/air transportation, and preparing monthly logistics reports.
 - Coordinates logistics and management of the schedule for incoming missions and international meetings hosted by UNFPA Myanmar, including the processing of VIP arrangements for high-level officials, and managing all other protocol requirements.
 - Manages the Transportation Long Term Agreements (LTAs) and other contractual arrangements and ensure proper application of agreed rates, discounts and other benefits.
 - Liaise with the programme and operations team on transportation and protocol-related matters by ensuring proper per diem and travel entitlements computation and timely submission of the F10s.
 - Maintains an effective internal control and retain the records for audit purposes ensuring the financial transactions of travel-related activities are done in an accurate and timely manner
 - Performs other duties as assigned by the supervisor
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Qualifications and Experience

Education:

- Completed secondary level education required. University Degree in Business Administration or Public Administration and any other related field desirable.

Knowledge and Experience:

- At least seven years of professional experience in administration, and/or financial and office management with at least five years of transportation-related experience with particular emphasis on protocol service management;
- Excellent knowledge of UN Travel Policies & Procedures as well as staff rules is highly desirable;
- Experience in adapting and applying general policies to specific instances
- 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:

- Providing logistical support
- Managing data
- Managing documents, correspondence and reports
- Managing information and work flow
- Planning, organizing and multitasking
- Supporting financial data

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/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=41719&SiteId=1&PostingSeq=1

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