



# United Nations Population Fund

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## Job Description

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| <b>Job Title</b>         | TEMPORARY APPOINTMENT (FAST TRACK)- Interagency Prevention of Sexual Exploitation and Abuse (PSEA) Coordinator, Yangon, Myanmar, P-3 |
| <b>Job ID</b>            | 33483  |
| <b>Location</b>          | Asia and Pacific   |
| <b>Full/Part Time</b>    | Full-Time  |
| <b>Regular/Temporary</b> | Regular  |

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### Background Information

#### **TEMPORARY APPOINTMENT (FAST TRACK)**

**Closing date: 10 November 2020 (5 pm New York time)**

**Duration : 364 days (Temporary Appointment)**

**Duty Station: Yangon, Myanmar**

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### Organizational Setting

#### **The Position:**

Under the guidance of the Resident and Humanitarian Coordinator (RC/HC) for Myanmar and with direct supervision by the UNFPA Representative, the PSEA Coordinator is responsible for supporting and tracking progress of the implementation of the prevention of sexual exploitation & abuse (PSEA) Action Plan and the UN's Zero Tolerance Policy and for the coordination and management of an in-country network on PSEA composed of both UN and international and national non-governmental organizations (NGOs) staff who work together to share good practices and harmonize procedures and refine capacity-building material. She will lead on engagement with the Government of Myanmar and other stakeholders, including donors, on PSEA issues. Continuity of such support for the UN system is particularly critical during the current COVID-19 pandemic given increased vulnerability faced by women and girls, in particular, as a result to movement restrictions and to impact on livelihoods and reduced economic opportunities.

#### **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:**

The PSEA Coordinator is hosted by UNFPA and co-funded by UNICEF. The PSEA area of work in Myanmar is guided by the RC/HC and the HCT on behalf of the humanitarian community, and the Cooperation Partners Group (CPG) ensuring alignment of efforts on PSEA across humanitarian, peace and development pillars. The PSEA Coordinator acts as a resource person for PSEA Network member organizations and implementing partners' organizations, including national NGOs, and the CPG. S/he will play an important role to advise and support the UN's COVID-19 plans in Myanmar ensuring that protection for affected populations is at the forefront of all action.

The PSEA Coordinator supports the implementation of the PSEA Action Plan and SOPs which are based on the Global Standard Operating Procedures on inter-agency coordination in Community-Based Complaint Mechanisms (CBCM), the IASC Principals- endorsed guidance on allegation and victim referrals in joint CBCM procedures. These SOPs are in turn based upon key PSEA global commitments, including the Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse (ST/SGB/2003/13), UN Protocol on Allegations of Sexual Exploitation and Abuse involving Implementing Partners (2018); IASC Revised Commitments on Accountability to Affected Populations (AAP) and Protection from Sexual Exploitation and Abuse (PSEA) (2018); IASC Principals Statement on PSEA, including Minimum-Operating Standards on PSEA (2015); and the Statement of Commitment on Eliminating Sexual Exploitation and Abuse by UN and Non- UN Personnel (2006).

### ----- Main Tasks & Responsibilities

#### You would be responsible for:

##### A. Support PSEA in-country program and lead coordination of the PSEA Network

- Represent the PSEA Network and make appropriate recommendations to the RC/HC, the HCT, the CPG, the Inter-Cluster-Coordination Group (ICCG) and other relevant coordination mechanisms on enhancing sexual exploitation and abuse prevention strategies including in the UN's COVID-19 Preparedness and Response Plan (CPRP) and COVID-19 addendum to the 2020 Humanitarian Response Plan.
- Engage with global level processes on PSEA ensuring that the RC/HC is kept up-to-date on relevant developments at the IASC level and that these policies and practices are reflected in country PSEA activities as required.
- Oversee and support the inter-agency PSEA Network in coordination with the Network co-chairs in the fulfillment of its responsibilities under its TORs and Action Plan.
- Support the PSEA Network in developing and implementing the in-country PSEA strategy and particularly in contextualizing it to respond to the COVID-19 pandemic and associated risks.
- Support PSEA mainstreaming during planning, policy development and programming, through participation in the relevant coordination mechanisms including Inter-Cluster- Coordination Group (ICCG), HCT, and CPG.
- Support the PSEA Network to update and act on recommendations from the PSEA risk assessment in Myanmar and inform senior leadership on strategic decision-making, updating recommendations with relevant findings from COVID-19 related assessments.

##### B. Strengthen PSEA within organisations

- Develop and facilitate PSEA training modules for humanitarian and other relevant staff, including UN, NGOs (national and international), implementing partners, CBOs and, as appropriate, and community members along with a training matrix to track training of member organisations.
- Support and maintain the nomination of PSEA focal points from humanitarian (and peace and development) organizations and implementing partners by organizing regular meetings, acting as Secretariat to the PSEA network, enhancing communication and information sharing among FPs in the network and with existing coordination and complaint/feedback mechanisms.

##### C. Engage stakeholders:

###### Community engagement

- Develop a culturally appropriate communication, outreach and engagement strategy together with implementing partners to facilitate awareness-raising in communities making linkages with COVID-19 related awareness raising.
- Carry out mapping of complaints and feedback mechanisms, and conduct community consultations to identify culturally and contextually appropriate entry points for making complaints, including sexual exploitation and abuse allegations.
- Incorporate community feedback into programme adjustment to ensure that the mechanism remains appropriate to community needs.

###### Cluster/Sector coordination

- Engage and coordinate with Cluster leads to ensure PSEA mainstreaming during planning, policy development and programming.
- Represent the PSEA Network and update on relevant PSEA activities during Cluster and inter-Cluster meetings. Report back to PSEA Network on Cluster developments and updates that may impact the PSEA Work Plan implementation.
- Work closely with the Child Protection and GBV sub-sectors, HCT member agencies and implementing partners to ensure coordinated referral mechanisms for victim/survivor assistance and implementation of General Assembly strategy on victim assistance.
- Ensure system wide coordination on PSEA, across humanitarian, peace and development pillars to align messaging and information, strengthen efforts, and reduce duplication of resources.
- Coordinate the monitoring of PSEA indicator in the Myanmar Humanitarian Response Plan for 2019 and 2020, as well as in the COVID-19 Addendum to the 2020 HRP.

#### Government actors

- Coordinate with relevant partners to raise awareness of SEA among relevant ministries of the Myanmar Government and support efforts to develop plans to implement appropriate mitigation and response strategies.
- Advocate with Resident Coordinator's Office to implement the PSEA Network government engagement strategy

#### D. Establish an inter-agency community-based complaints mechanism (CBCM)

- Provide continued support to the establishment of inter-agency community-based complaint mechanisms (CBCM) in operations sites where needed, soliciting participation from a broad range of humanitarian actors, including NGOs, and developing common protocols for complaint handling and referring sexual exploitation and abuse allegations for follow up and investigation, working with affected community members wherever possible.
- Assist Network members to consult and engage with all relevant stakeholders during the design of the CBCM in order to ensure support, high-level commitment, sustainability, and community trust and ownership in the CBCM.
- Build on lessons learned from PSEA helpline pilot based on recommendations of previous Coordinator.

#### E. Entry points for reporting

- Advocate for the incorporation of PSEA responsibilities into focal points' TORs and performance evaluations as an incentive for them to adequately perform their roles.
- Ensure implementing partners' Code of Conduct clearly prohibits sexual exploitation and abuse and obligates them to report such acts. Where sexual exploitation and abuse is not in partners' Codes of Conduct, s/he should advocate with humanitarian organizations to include PSEA clauses in their partnership agreements, and enforce these clauses when breached.
- Develop a standard Code of Conduct on PSEA and Sexual Harassment and Abuse in the workplace (SHA) that can be adopted by organizations that do not already have this in place.
- Ensure that procedures to guard against hiring persons who have a record of sexual exploitation and abuse offences are put in place and applied in the area of operations.
- Work with human resources personnel of all agencies/organizations to include PSEA content in staff inductions, contracts, and sub-contracting and advocate for enforcement of PSEA contract clauses.

#### F. Response systems

- Ensure the development and use of interagency procedures for PSEA cooperation and reporting SEA incidents, and promote understanding among humanitarian agency and implementing partner/contractor staff of their internal PSEA policies and reporting procedures.
- Take appropriate measures to ensure safety and confidentiality of complaints/allegations received by the designated Focal Points and through other entry points.
- Where required, support implementing partners to ensure sexual exploitation and abuse investigation procedures and capacity are in place.
- Train focal points on their roles and responsibilities. In particular, ensuring that once a complaint is received:
  - That all materials pertaining to complaints are handled strictly in line with the SOPs. Refer complaints/allegations to the entity within an Organization tasked with investigating staff misconduct for immediate action.
  - Immediately refer complainants, or survivors if different from the complainant, to the victim/survivor assistance mechanism established by SOPs on prevention and response to SGBV and in close cooperation with the GBV Sub- Sector, in order to access appropriate services i.e. medical, psychosocial, legal and material support. If a victim assistance mechanism is not yet in place, the Focal Points should seek to facilitate access to such support outside the area of operation.
  - Coordinate training of in-country investigator pool and draft standard operating procedures to engage investigators.

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## Qualifications and Experience

### Education:

Advanced University Masters' degree in medicine, public health, international development, social sciences or other related field.

### Knowledge and Experience:

- A minimum of five years of relevant professional experience;
- Work experience from a humanitarian setting with relevant professional experience in the field of sexual exploitation and abuse, protection, gender-based violence, staff misconduct and discipline, gender mainstreaming, and/or humanitarian affairs;
- Previous experience working on prevention of sexual exploitation and abuse;
- Experience working in the IASC or in other inter-agency bodies or processes;
- Experience working in humanitarian emergencies;
- Experience working in the Asia-Pacific region is an advantage.

### Languages:

Fluency in English is required; Working knowledge of another official UN language is an asset.

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## Required Competencies

### Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing diversity in all its forms
- 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:

- Business acumen
- Implementing management systems
- Innovation and marketing of new approaches
- Client orientation
- Organizational awareness

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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

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Notice to applicants: In accordance with the rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, are required to renounce such status upon their appointment. Exceptions to this rule are very limited and can be made only for: (a) stateless persons; (b) newly appointed staff members who have applied for citizenship by naturalization, when such citizenship will be granted imminently; (c)

acting staff members in the General Service and related categories with permanent residency status, on promotion to the Professional category; (d) staff members appointed under a temporary appointment. Please understand that UNFPA is not in a position to provide advice on or assistance in applying for any citizenship.

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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 <http://www.unfpa.org/employment>.

Please print out the Guide for your reference during the registration and application process.

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.

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