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Job Description

Job Title	NATIONAL POST: Programme Analyst, Health Empowerment and Rights (HER) programme, Yangon, UNFPA Myanmar Country Office, NOB
Job ID	35000
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: 4 February 2021 (5 pm, Yangon Time)

Duration: One Year (renewable) [i]

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

Organizational Setting

The Position:

The Programme Analyst for Health, Empowerment and Rights (HER) Programme analyses and assesses relevant political, social, and economic trends, guiding and facilitating the delivery of UNFPA's HER programme and will report to the Programme Coordinator 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's Fourth Country Programme Document (2018-2022) for Myanmar was approved by the Executive Board in September 2017. The Programme focuses on three key areas of intervention 1) sexual and reproductive health) 2) gender equality and women's empowerment and 3) population dynamics. The proposed Country Programme is aligned with the new UNFPA's Strategic Plan (2018-2021) and the first United Nations Development Assistance Framework (2018-2022). Youth and adolescents as well as gender equality and related human rights are mainstreamed throughout the programme. UNFPA has partnerships with the government departments, UN agencies, INGOs and local NGOs, foundations, and research institutions. UNFPA has a presence in a number of priority states/regions, integrating development, peacebuilding, and humanitarian work.

The Programme Analyst, HER programme, substantively contributes to the effective management of UNFPA activities related to HER Programme in the areas of Comprehensive Sexuality Education (CSE) and Adolescents and Youth Friendly Health Services (AYFHS) for in and out of school adolescents and youth to promote continuity of adolescents and youth's access to SRHR information and services especially during COVID-19. S/he analyses and assesses relevant health, political, social, and economic trends and provides substantive inputs to project formulation and evaluation, joint programming initiatives, and national development frameworks. The Programme Analyst, HER programme, guides and facilitates the delivery of UNFPA's programmes by closely monitoring program implementation results and achievement. S/he ensures and guides the appropriate application of systems and procedures and develops enhancements if necessary.

The Programme Analyst, HER programme, will also have working relations with the operations staff members, provide technical backstopping to the other departments of UNFPA with the information on Adolescents and Youth Sexual and Reproductive Health and Rights in Myanmar and global updates.

Working within a large and complex Country Office (CO) environment, the Programme Analyst, HER programme, will support the effective management of UNFPA activities in the areas of population and development, sexual reproductive health and rights, and gender equality. Through substantive analysis and assessment of political, social, and economic trends, the Programme Analyst, HER programme, will contribute to project formulation and evaluation, joint programming initiatives, and national development frameworks.

The Programme Analyst, HER programme, will monitor results achieved during implementation, guiding the appropriate application of systems and procedures, and developing enhancements as required.

Main Tasks & Responsibilities

You would be responsible for:

A. Technical Support and Capacity Building

- Support Government and IPs in the development of national level standards and packages for Adolescents and Youth Sexual and Reproductive Health and Rights (AYSRHR) and roadmaps.
- Provide technical inputs regarding adolescent and youth sexual and reproductive health and rights especially comprehensive sexuality education (CSE) and adolescent and youth-friendly health services (AYFHS) to IPs including Government.
- Regularly assess the capacity building needs for UNFPA implementing partners and sub-contractors, support roll-out of the capacity building strategy and plan.
- Promote identification and synthesis of best practices and lessons learned for organizational sharing and learning including management of the online Community of Practice, development of newsletters, organization, and facilitation of workshops for Women and Girls First partners.
- Promote the continuity of adolescents and youth access to CSE and AYFHS during COVID-19.
- Provide support to the programme team whether staff or short-term consultants, in both substantive and operational issues, ensuring optimization of human and financial resources and promoting a culture of results with the highest performance standards
- Contribute to the creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies, and approaches of the CO, and drafting relevant materials for dissemination.

B. Partnerships and Coordination

- Build and maintain strong networks and buy-in for accelerated CSE and AYFHS from government, non-government, and development and humanitarian actors.
- In coordination with the Programme Coordinator and Programme Analyst (Adolescents and Youth) support Adolescent and Youth Health Services Working Group (A&Y Health Services WG), and other coordination groups as relevant.
- Liaise with other agencies and organizations (including governments, national and international NGOs, and youth groups) for coherent CSE and AYFHS programme and interventions.
- Provide support to ensure strong coordination of programme implementation among implementing partners and relevant government entities both at Union level as well as Sub-National Level.

C. Monitoring and Evaluation

- In coordination with UNFPA Monitoring and Evaluation Unit, contribute to the implementation of the monitoring and evaluation plan of the HER Programme, conduct field visits, participate in the review meetings and evaluation missions.
- 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.
- Monitor the progress of Implementing Partners' workplan in line with the COVID-19 contingency plan support IP implementation.
- In collaboration with the Communication Unit, contribute to the development of the HER Programme communication materials.
- Develop monthly reports that capture relevant information and that support the analysis and evaluation of program progress and outcomes.
- Collect and compile programme activity information, evaluating progress toward achievement of programme outcomes.

D. Programme Management

- Undertake day-to-day management of the programme, including effective programme implementation and, documents progress towards the achievement of outputs;
- Working together with Programme Analyst (Adolescents and Youth), support in managing the programme budget and facilitate budget approvals and revision processes as per UNFPA programme policies and procedures (PPM);
- Maintain awareness of IP's work plan, 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 practices.
- Write monthly work plans, monthly reports, and other reports as needed or requested.
- Assist in writing program proposals.
- Support development of Terms of References for programme consultants and experts hired on a short-term basis and ensure the proper delivery of technical assistance services and submission of technical and other reports
- Perform other duties as assigned by UNFPA

Qualifications and Experience

Education:

Advanced degree in public health, medical studies, and/or other related social science and development related field.

Knowledge and Experience:

- Two years of professional experience in the field of sexual and reproductive health and rights especially for Comprehensive Sexuality Education, Adolescents, and Youth Friendly Health Services, with experience in programme/ project management
- State of the art knowledge on adolescents and youth sexual reproductive health and rights,
- Experience of working with vulnerable communities is an asset.
- Practical experience in design, monitoring, and evaluation of development projects
- Experience using office software packages and web-based management systems.
- Knowledge and understanding of conflict sensitivity and "do no harm" approach is an asset.

Languages:

Fluency in English is required. Knowledge of local 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:

- 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

Managerial Competencies (optional)

- Providing strategic focus,
- Engaging staff and partners,
- Leading, developing, and empowering people/creating a culture of performance,
- Making decisions and exercise judgment

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 <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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https://erecruit.partneragencies.org/psc/UNDPP1HRE/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=35000&SiteId=1&PostingSeq=1

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