



United Nations Population Fund

[Step by Step Guide to Applying](#) | [FAQ](#)

Job Description

Job Title	NATIONAL POST: Programme Assistant (Population and Development), Nay Pyi Taw, UNFPA Myanmar Country Office, G5
Job ID	35386
Location	Asia and Pacific
Full/Part Time	Full-Time
Regular/Temporary	Regular

[Return to Previous Page](#)

[Email to Friend](#)

[Apply Now](#)

Background Information

PLEASE NOTE THAT THIS VACANCY IS OPEN ONLY TO NATIONALS OF MYANMAR.

Duty Station: Nay Pyi Taw, Myanmar
 Closing Date: 12 March 2021 (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 Assistant in order to provide administrative and logistics support to UNFPA office in Nay Pyi Taw and particularly to the programme unit on population and development. The Programme Assistant is expected to interact with the programme team and contribute to the achievements of the population and development programme in its design, planning and management by providing administrative and logistical support, monitoring project implementation and following up on recommendations.

S/he will report directly to the Program Analyst (Population and Development) in Naypyitaw, UNFPA Office.

How S/he 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.

UNFPA in Myanmar supports the Government, and collaborate with national partners, local and international NGOs in the areas of Sexual and Reproductive Health and Rights, Population and Development, Youth and Demographic Dividend and Gender Equality and Women's Empowerment.

This role is primarily responsible for providing programme, logistics and administrative support to the Population and Development Area and its partners in order to contribute to the achievement of

Country Programme goals.

Job Purpose:

Under the overall guidance of the UNFPA Deputy Representative and with the direct supervision of Programme Analyst, Programme Assistant, in close coordination with UNFPA Nay Pyi Taw Office, Country Office (CO) in Yangon and sub-offices, the incumbent provides programme, administrative and financial support to the programme and technical team in compliance with UNFPA policies and procedures.

Main Tasks & Responsibilities

S/he would be responsible for:

- Provide support to the Population and Development (P&D) programme management and its partners in administrative, logistics and financial activities in close coordination with Programme Analyst (PD);
- Assist in the preparation, implementation and monitoring process of the country programme work plan for P&D areas in line with UNFPA's Policies and Procedures Manual (PPM);
- Support to the P&D Programme Area in close coordination with Programme Analyst (PD) in promoting partnerships on P&D issues with government partners, UN agencies, NGOs, the private sector and academic institutions;
- Assist in the preparation and monitoring process of SIS;
- Assist to identify sources, and gather and compile data and information for the preparation of documents, concept notes and speeches;
- Assemble briefing materials and prepare power-point and other presentations for the technical and programme team members;
- Organize, compile and process information from donors as inputs to various databases and documents;

Financial

- Assist timely and quality preparation of financial reports including budget revision(s) (i.e. timely delivery of Funding Authorization and Certificate of Expenditure (FACE), preparation of supporting documents including direct payments, and progress reports in Global Programming System (GPS) and the Strategic Information System (SIS) in accordance with UNFPA Monitoring and Evaluation Guidelines, and in close coordination with the Implementing Partner (IP), Programme Analyst (PD) and Finance staff and M&E Staff.
- Provide support in the annual audit process of NEX projects; Ensure timely preparation and existence of all supporting documents and correspondences for NEX audit/Spot Check and year-end documents in the respective IPs and UNFPA offices and provide support during the NEX exercise.
- Prepare requisition request in ATLAS with input from the programme team members; utilize Atlas to produce monthly reports on the financial status of programmes or projects; create vouchers and payments in Atlas, as needed;
- Monitors budget expenditures, dashboard data of requisition, Purchase Orders and voucher IDs under projects and follows up with payment process.
- Prepare a monthly report on the status of project implementation and expenditures and submit to concerned project managers;
- Prepare a monthly cash forecast required by finance team in CO Yangon.

Operational/Administrative

- Review incoming correspondence, collect and prepare necessary information for reply/ action, and draft and finalize response;
- Prepare first drafts of responses to inquiries received by the programme team for action by supervising officers;
- Keep frequent communications with implementing partners confirming that all documentation is complete in filing system and properly approved according to UNFPA rules and guidelines;
- Contribute to maintaining the office filing system including iDocs and assist in archiving; Maintain and update implementing partners and project files, including project progress reports, work plans and budgets in compliance with guidelines for the country programme;
- Draft routine correspondence and take notes and quality preparation of minutes of meetings (programme meetings and CAPC meetings) as part of the monitoring, tracking follow up actions;
- Support the P&D Area in communicating and setting meetings with partners;

- Assist in organizing online and face-to-face trainings, events, workshops (i.e. taking care of event logistics, programmatic, administrative, financial arrangement, collecting relevant training materials, identifying resource persons as appropriate)
- Assist in the management of programme budget and work plan (WPs) in the P&D Area;
- Provide necessary documentation and information to implementing partners on administrative and financial procedures;
- Monitor acquisition of equipment and follow up the transfer process;
- Make travel arrangements for P&D and, Implementing Partners when required;
- Update and maintain contacts of UNFPA partners and networks as the organizational asset;
- Perform similar and related activities as required.
- Carry out any other duties as may be required by UNFPA leadership.

Qualifications and Experience

Education:

- Completion of secondary level education is required. First level university degree is desirable.

Knowledge and Experience:

- 5 years relevant experience in programme/project management;
- Previous experience in the UN is an asset;
- Strong interpersonal and organizational skills;
- Computer literacy – Microsoft package i.e. Word, Excel, Power-point
- Good writing and communication skills;
- Demonstrated ability to work in a team environment

Languages:

Fluency in English is required.

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:

- Planning, organizing and multi-tasking
- Managing information and workflow
- Managing documents, correspondence and reports
- Logistics support
- Job knowledge especially on population and development

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 <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.

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=35386&SiteId=1&PostingSeq=1

[Return to Previous Page](#)

[Email to Friend](#)

[Apply Now](#)

UNITED NATIONS POPULATION FUND

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