



# United Nations Population Fund

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## Job Description

<b>Job Title</b>	FIXED TERM (FAST TRACK)_ NATIONAL POST: Programme Analyst, Adolescents and Youth, Nay Pyi Taw, UNFPA Myanmar Country Office, NOB
<b>Job ID</b>	40447
<b>Location</b>	Asia and Pacific
<b>Full/Part Time</b>	Full-Time
<b>Regular/Temporary</b>	Regular

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### Background Information

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

Duty Station: Nay Pyi Taw, Myanmar

Closing Date: 19 November 2021 (5 pm, Yangon Time)

Duration: One Year (renewable) [i]

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

#### The Position:

The Programme Analyst, Adolescents and Youth substantively contributes to the effective management of UNFPA activities related to Adolescents and Youth across the UNFPA programme in Myanmar. The analyst will focus on interventions related to Adolescent and Youth Sexual and Reproductive Health (AYSRRH), more specifically on 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 access to SRHR information and services. Furthermore, the analyst will also contribute to UNFPA's work on Youth, Peace and Security and leadership of the Youth Theme Group. S/he analyses and assesses relevant political, social and economic trends and provides substantive inputs to project formulation and evaluation, joint programming initiatives and national development frameworks. The Programme Analyst guides and facilitates the delivery of UNFPA's programmes by monitoring results achieved during implementation. S/he ensures and guides the appropriate application of systems and procedures and develops enhancements if necessary. The Programme Analyst is expected to work in collaboration with the SRHR, GBV and Humanitarian programme teams and contribute to the achievements of the Health Empowerment and Rights (HER) programme and Youth Peace and Security (YPS) project, in their design, planning, management, monitoring project implementation and following up on recommendations.

The Programme Analyst (A&Y) is located in the sub-office in Nay Pyi Taw and reports to the SRHR Programme Specialist in Nay Pyi Taw.

#### 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.

### **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 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.

Under the overall guidance of the UNFPA Deputy Representative, with the direct supervision of the SRHR Programme Specialist in Nay Pyi Taw, the programme Analyst (A&Y) , in close coordination with Country Office (CO) in Yangon and field-offices, will be responsible for the day-to-day implementation of adolescent sexual and reproductive health and rights programme activities, including HIV prevention and comprehensive sexuality education for in and out of school youth, as well as activities contributing toward the engagement and leadership of young people in Myanmar.

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### **Main Tasks & Responsibilities**

S/he would be responsible for:

#### **A. Technical support and Capacity building**

- In collaboration with Partners and counterparts, contributes substantively to the formulation and design of the country programme and its component projects in line with national priorities and according to UNFPA programme policies and procedures. Ensures quality of programme / project design incorporating lessons learned, newly developed policies and best practices and establishing appropriate execution and monitoring mechanisms and systems.
- Analyzes and interprets the political, social and economic environment relevant to population and development, reproductive health and gender, and identifies opportunities for UNFPA assistance and intervention. Keeps abreast of new policy developments and strategies analyzing policy papers, strategy documents, plans and development frameworks, and prepares briefs and inputs for relevant programming and strategic frameworks.
- Ensures quality of programme / project design incorporating lessons learned, newly developed policies and best practices and establishing appropriate execution and monitoring mechanisms and systems.
- Support IPs and other partners in the development of standard packages for Adolescents and Youth Sexual and Reproductive Health and Rights (AYSRHR) and related roadmaps and strategies.
- 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 Innovations.
- Supports UNFPA's programming focused on youth engagement and leadership across the triple nexus of humanitarian-development- and peace-building. Regularly assesses 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 UNFPA partners.

- Promote the continuity of adolescents and youth access to CSE and AYFHS during COVID-19 , current crisis and beyond .
- Provides 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
- Contributes 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. Partnership and Coordination**

- Build and maintain strong networks and buy-in for accelerated CSE and AYFHS, as well as youth engagement and leadership more broadly from development and humanitarian actors.
- In coordination with the SRHR Programme Specialist and Programme Analyst (Adolescents and Youth) support coordination mechanisms including Adolescent and Youth Health Services Working Group (A&Y Health Services WG), and other coordination groups as relevant including those involving the UN, Development Partners and Civil Society.
- Support coordination and advocacy for youth and adolescents through the Youth Theme Group, and networks focused on peacebuilding.
- Liaise with other agencies and organizations (national and international NGOs, and youth groups) for coherent youth programme and interventions.
- Provide support to ensure strong coordination of programme implementation among implementing partners and relevant stakeholders and entities at all levels.
- Assists advocacy and resource mobilization efforts of Country Office by preparing relevant documentation, i.e. project summaries, conference papers, speeches, donor profiles, and participating in donor meetings and public information events.

## **C. Monitoring and Evaluation**

- Helps create and document knowledge about current and emerging population development trends, RH and gender issues, by analyzing programme, projects, strategies, approaches and ongoing experience for lessons learned, best practices, and shares with management for use in knowledge sharing and planning future strategies.
- In coordination with UNFPA Monitoring and Evaluation Unit, contribute to the implementation of the monitoring and evaluation plan of the HER Programme and YPS Project, 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.
- In collaboration with the Communication Unit, contribute to the development of the HER Programme and YPS Project 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**

- Expedites and coordinates project implementation and monitoring establishing collaborative relationships with executing agencies, experts and UN counterparts and facilitating timely and efficient delivery of project inputs and addressing training needs of project personnel
- Contribute to knowledge networks and communities of practice;
- Undertake day-to-day management of the programme, including effective programme implementation and, documents progress towards the achievement of outputs;
- Maintain awareness of IP's work plan, budget, and expenditures in order to manage programme within budget.
- 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

**E. Others**

- Undertaking any other assignments as requested by the supervisor

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**Qualifications and Experience**
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Advanced Degree in medicine, epidemiology, public health, demography, sociology and social sciences, development studies, health systems, health economics, social sciences, Public Administration, Management or other related fields

**Knowledge and Experience:**

- Minimum two years of increasingly responsible relevant professional experience, preferably in programme/project management
- Proven experience in the AYSRHR and preferred with comprehensive sexuality education
- Familiarity with youth networks and partners in Myanmar, preferred 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 Knowledge on the local context is desirable.

**Languages:**

Fluency in oral and written English.

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**Required Competencies**
**Values:**

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

**Core Competencies:**

- Achieve 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 and sub national partners/ building strategic alliances and partnerships
- Delivering results-oriented programmes
- Internal and external communication and advocacy for results mobilization

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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**

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/step-step-guideapplyingjobs-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=40447&Siteld=1&PostingSeq=1](https://erecruit.partneragencies.org/psc/UNDPP1HRE/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=40447&Siteld=1&PostingSeq=1)

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