



# FIXED TERM\_NATIONAL POST: Personal



Actions

Apply

18773

## Job Info

### Organization

United Nations Population Fund

### Locations

Yangon, Myanmar

### Work Locations

UNFPA Myanmar

### Posting Date

10/06/2024

### Apply Before

24/06/2024 22.28

### Posting Visibility

Internal and External

### Full or Part Time

Full time

### Grade

G6

### Vacancy Type

Fixed Term

### Practice Area

### Bureau

Independent office

### Contract Duration

1 Year with Possibility for extension

### Education & Work Experience

High School certificate

### Other Criteria

Six years of relevant experience in administration. First level unive...

### Required Languages

Fluency in English

### Desired Languages

Fluency in English.

### Vacancy Timeline

2 Weeks

Mobility required/no mobility

### Job Category

Administration/Operations/Support



# Job Details

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## Job Description

### The Position:

The Personal Assistant (PA) provides critical senior-level, administrative, secretarial, and communications support, as a direct report of the Representative for Myanmar.

### 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 programme results.

### Job Purpose:

As the key administrative support to the Representative, you will be responsible for maintaining full confidentiality, upholding protocol, managing information flow and following up on deadlines and commitments. You will also facilitate knowledge building and management; provide logistical support; support communications; and coordinate secretarial services.

### You would be responsible for:

- Ensuring optimal communication flows between the Representative and the staff of the CO, as well as external counterparts. In consultation with other CO personnel, responding to requests for information, in a timely, discrete manner.
- Preparing documentation and presentations, including correspondence, briefs and reports, and researching and collating material to meet the Representative's needs for official trips and meetings.
- Undertaking logistical administrative and financial arrangements in consultation with the Operations Manager or Operations Analyst, for meetings and workshops organized by the Representative's Office.
- Coordinating the secretarial services of the CO, including briefing and training new secretaries, guiding other secretaries on office procedures, and distributing special administrative assignments.
- Managing the Representative's calendar and schedule of appointments; receiving high-ranking visitors/officials; placing and screening telephone calls and answering queries with tact and discretion and taking minutes as required.
- Managing all aspects of the Representative's travel arrangements and performing liaison duties with other units
- Maintaining up-to date policy, appropriate correspondence, files and reports and monitoring the budget of the Representative's Office;
- Assisting in the preparation and finalization of the CO Office Management Plan, including the preparation of information translations, and acting as interpreter if required.
- Keeping the updated information and list of names, addresses, and telephone numbers of Ministries, Head of UN Agencies, government officials and members of the diplomatic corps.
- Performing other duties as assigned.

### Qualifications and Experience:

#### Education:

Completed Secondary Level Education required. First level university degree is desirable.

#### Knowledge and Experience:

- Six years of relevant experience in administration.
- Some experience in research assistance.
- Strong interpersonal and organizational skills.
- Proficiency in current office software applications and corporate IT financial systems.
- Good written and verbal communication skills.

#### Languages:

Fluency in English.

**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

Compensation and Benefits:

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

UNFPA Work Environment:

UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from the LGBTQIA+ community, minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation and selection for all regardless of personal characteristics and dimensions of diversity. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce - click [here](#) to learn more.

Disclaimer:

Selection and appointment may be subject to background and reference checks, medical clearance, visa issuance and other administrative requirements.

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process and does not concern itself with information on applicants' bank accounts.

Applicants for positions in the international Professional and higher categories, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.

**HOW TO APPLY:** There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information and does not discriminate on the basis of HIV/AIDS status. To apply for the post, please click on the following link:

This link is for the external applicants.

[https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX\\_2003/job/18773](https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_2003/job/18773)