

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MMRR000153--Operations Officer

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

Country of Assignment	Myanmar
Host Institute	United Nations Capital Development Fund
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	15-08-2021
Duty Station	Yangoon [MMR]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

Myanmar, officially the Republic of the Union of Myanmar, is a sovereign state in Southeast Asia bordered by Bangladesh, India, China, Laos and Thailand. One-third of Burma's total perimeter of 1,930 km (1,200 miles) forms an uninterrupted coastline along the Bay of Bengal and the Andaman Sea. The country has an estimated population of 51 million people. Myanmar's capital city is Naypyidaw and its largest city is Yangon.

The country is ethnically diverse. The government recognizes 135 distinct ethnic groups but the Bamar form an estimated 68% of the population. Temperatures in Myanmar can vary from place to place. In general, the Myanmar climate is hot throughout the year, with temperatures averaging 27 degrees Celsius or 80 degrees Fahrenheit. The months of March, April, and May the weather in Myanmar can be very hot and humid, especially around the coastal regions. This increase in temperature is caused by the onset of the rainy season. Despite the hot temperatures, there are areas that can be quite pleasant. The interior areas such as Inle Lake and Bagan can be quite a bit cooler than the coastal regions. The mountainous areas can also be cooler as they have a much higher altitude.

Yangon is the busiest and most populous city in Myanmar. Yangon served as the capital of Myanmar until 2006, when the military

government relocated the capital to the purpose-built city of Nay Pyi Taw in central Myanmar. With over 7 million people, Yangon is Myanmar's largest city and its most important commercial centre. Yangon boasts of all modern amenities, malls, hotels, cafes and a well-served international/domestic airport.

Political situation is currently unstable after the Myanmar military's 1st February coup and Myanmar's future is uncertain. Some townships across Yangon and the country were imposed martial law.

The public healthcare system in Myanmar has deteriorated since the military takeover, with many hospital workers participating in the national strike called the Civil Disobedience Movement. However, the UN clinic where UN staff can turn for health issues remains open. There are many internationally qualified doctors working in Yangon, but in case of hospitalization, it is advisable to go to Singapore or Bangkok. As a result of the recent Military coup, the banking sector is not operating with its full capacity due to banking staff participating in the national strike referred to as the Civil Disobedience Movement.

The security situation in Myanmar is currently volatile and unpredictable. Acts of violence by both parties of the conflict can occur anywhere, anytime and a further deterioration of the security situation is possible. Although the supplies have been limited and pricey, the situation is changing rapidly and a wider range of accommodation options are becoming available. There are some private real estate agents with Websites. There are also real estate agents who have been helping UN staff to find housing.

Assignment Details

Assignment Title

Operations Officer

Organizational Context & Project Description

UNCDF is the UN's capital investment agency for the world's least developed countries. It creates new opportunities for poor people and their communities by increasing access to finance and investment capital. UNCDF focuses on Africa and the poorest countries of Asia and the Pacific, with a special commitment to countries emerging from conflict or crisis. It provides seed capital – grants and loans – and technical support to help microfinance institutions reach more poor households and small businesses, and local governments finance the capital investments – water systems, feeder roads, schools, irrigation schemes – that will improve poor peoples' lives.

Currently UNCDF in Myanmar is implementing the Expanding Financial Access (EFA) project which aims to strengthen Myanmar's financial sector and support the implementation of the Financial Inclusion Roadmap, particularly in institutional building and addressing critical market barriers.

A core component of EFA is the Market Development Facility (MDF), a lending facility that aims to strengthen undercapitalized Microfinance Institutions (MFIs) and small-scale enterprises operating in the country. Currently, MDF targets MFIs with high potential of growth and rural expansion, strengthening their capacity by providing loans, loan guarantees, and technical support to facilitate financial service expansion to marginalized areas.

Gender issues are of key importance to UNCDF which is demonstrated in the Women's Economic and Financial Inclusion Project (WEFIP), which is focused on conflict-affected areas of Myanmar, aims to increase women and girls' awareness of, access to, and use of agency over appropriate financial products and services responsibly provided by diverse and sustainable service providers in a well-regulated environment. Moreover, ensuring that women entrepreneurs and women-led enterprises have equal opportunity to access various financial services and sources to be successful. Additionally, UNCDF provides risk capital to the private sector to test and develop innovations that address financial needs of women and their businesses, offering women-targeted pro-rural and pro-poor services and increasing female financial literacy.

Due to the recent COVID-19 pandemic, micro, small and medium enterprises (MSMEs) across the formal and informal sectors, contributing more than 90 percent of economic activities and employment in Myanmar, have faced sudden concurrent demand and supply related shocks. The scale and severity of the COVID-19 shock has been significantly compounded due to the pre-existing structural weaknesses in Myanmar's financial sector. Research has shown that that women-owned/led businesses were more severely impacted than any other type of business. This is on top of pre-existing gender gaps and structural barriers related to entry and growth of women-owned/led businesses in Myanmar.

In response, UNCDF along with UNDP and UN Women, is implementing an MPTF-funded project, titled Building Resilient and Gender Transformative Enterprises. The project focuses on three sectors: (i) government, (ii) enterprises and private sector, (iii) and the financial sector. On the government and regulatory side, the project aims to strengthen capacity to include gender and women-owned

enterprises in its socio-economic response to COVID-19 reforms. Secondly, the project aims to strengthen the entrepreneurship ecosystem in Myanmar and strengthen capacity to effectively support women. In doing so, the project will support 50 women-owned/led enterprises through an accelerator program that will help build capacity and skills. Through the accelerator program, enterprises will also undergo various trainings and workshops to develop ideas and plans for digital transformation and accelerators will receive technical assistance to address gender inclusion. Moreover, the project will provide linkages to the private and financial sector (e.g., banks, investors, etc.) to generate increased access to finance.

Sustainable Development Goals

8. Decent work and Economy Growth

Task description

Under the direct supervision of the Country Technical Lead and National Programme Officer, the International UN Volunteer will carry out the following tasks:

Administrative & Operations Support

- Oversee various internal operations functions within the organization including finance, HR, procurement, and logistics
- Work closely with administrative and operation staff to support, guide, and provide advice on day-to-day operations and problem solving, team building, etc.
- Conceptualize and develop various process improvements and operations management activities to improve organizational efficiencies (e.g. process maps, trackers, systems integrations, etc.)
- Report to the Supervisor on bottlenecks, issues, and general status for daily operations
- Actively participate in strategic planning sessions, long-term planning and vision for organizational structure, operations, and project implementations
- Act as a liaison with the Regional Office, and occasionally the Head Office, in managerial support including weekly updates, quality assurance, and internal policy and process activities
- Lead and assist ad-hoc administrative and operations activities including drafting correspondences, organization and coordination of documents, reports, etc.

Project Management Support

- Assist in programmatic and administrative support for program areas implemented by the country office
- Assist Project Leads and support teams in monitoring and providing guidance on routine implementation of programmatic project activities
- Support Project Leads in developing and reviewing relevant documents for programme implementation such as Performance Based Agreements (PBAs), Terms of References (ToR), etc.
- Support in preparing project related reporting, including quarterly and annual reporting to donors
- Support the Country Lead in assembling briefing materials, providing updates and input for various meetings with the Regional Office, coordination meetings and discussions
- Liaise with the Regional Office on periodic reporting (monthly, quarterly, etc.), and other requests to provide guidance on in-country programmatic areas

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

- Efficient, timely, responsive, client-friendly, and high-quality support rendered within the Team and to beneficiaries and counterparts
- Contributed to process improvements and efficiencies within the organization to support both programme implementation and operations management
- Developed new trackers, system improvements and processes for efficiencies

- Supported the annual budget process, including annual reporting, budget revisions and long-term planning
- Supported procurement process and developed team-building activities, human resources activities
- Development of capacity of team members through coaching, mentoring, trainings, and workshops while working with local colleagues

• The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

Bachelor's degree in business administration, project management, finance/economics or other related field. Master's degree is an asset but not required.

Required experience 36 months

Experience Remark

- Demonstrated experience in finance, budgeting, and project management
- Experience with internal operations management (i.e. procurement, finance, process improvements, governance, etc.)
- Previous experience with UN systems, processes, and software (i.e. ATLAS, procurement process, etc.) is preferred but not mandatory
- Experience leading and working with cross-cultural teams

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Administration and administrative assistance Mandatory
- Development programme/project administration Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity

- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Vision
- Working in Teams

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

Conditions of Service for International Specialist:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

T. +49 (0) 228-815 2000
F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany
W. www.unv.org

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,682. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

Supervision, induction and duty of care of UN Volunteers ([Roles and Responsibilities of Host Entity](#))

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- Leave management;

- DSA for official travel, when applicable;

- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme;

- Investigate misconduct: sharing reports with the UNV;

- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

Application Code MMRR000153-10130

Application procedure

* Not yet registered in the UNV Talent Pool?

First register your profile at <https://vmam.unv.org/candidate/signup>.

Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

* Already registered in the UNV Talent Pool?

First update your profile at <https://vmam.unv.org/candidate/profile>.

Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

Application deadline: 2nd August 2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/TU1SUjAwMDE1Mw==>

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.