PROJECT ASSISTANT

Parent Sector : Field Office
Duty Station: Myanmar
Classification of duty station: [[filter12]]
Standard Duration of Assignment : [[filter13]]
Job Family: General Administrative Support
Type of contract : Non Staff
Level : Level 2 (SB2 SC5)
Duration of contract : From 7 to 11 months Initial three (3) months probationary period; renewal subject to satisfactory performance and availability of funds.
Recruitment open to : External candidates
Application Deadline (Midnight Paris Time) : 13-Mar-2024

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

Only candidates who have the right to live and work in Myanmar may apply for this position.

BACKGROUND
Providing access to education for all individuals is a fundamental human right and serves as the bedrock for fostering peace and driving sustainable development. UNESCO is the United Nations’ specialized agency for education and the Education Sector provides global and regional leadership in education, strengthens national education systems and responds to contemporary global challenges through education with a special focus on gender equality. UNESCO, as the United Nations’ specialized agency for education, is entrusted to lead and coordinate the Education 2030 Agenda, which is part of a global movement to eradicate poverty
through 17 Sustainable Development Goals by 2030. Education, essential to achieve all of these goals, has its own dedicated Goal 4, which aims to “ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.”

Over the past decade, UNESCO has been strengthening teacher education in Myanmar to ensure that children in Myanmar access to equitable and quality education and promote lifelong learning opportunities for all. To support these educational initiatives, UNESCO Myanmar Project Office is seeking to recruit a national project assistant (National Service Contract) to provide programmatic and administrative support for the UNESCO Yangon Project Antenna Office work in education sector.

**MAJOR DUTIES AND RESPONSIBILITIES**

Under the overall authority of the Director of the United Nations Educational, Scientific and Cultural Organization (UNESCO) Regional Office in Bangkok and the direct supervision of the Head of UNESCO Project Antenna in Yangon, working in close collaboration with administrative unit in UNESCO Bangkok and UNESCO Myanmar Project Office, the incumbent will provide programmatic and administrative support for Education Sector Planning and Implementation Grant as follow:

- **Track and report on programme activities:** Prepare project evaluations reviewing budgetary data/information from current or past initiatives. Respond to enquiries, monitor the budget of the projects and programmes within the Section/Unit in compliance with programme and budgetary requirements and financial regulations, alter the supervisor of errors/omissions/discrepancies observed and undertake corrective action. Collate information and draft regular and ad hoc budgetary/financial updates, reports, statistics and/or projections for use and scrutiny by management/staff as well as donors.

- **Provide support in programme administration with regard to the preparation of outreach activities, partnership initiatives and special events.** Track, retrieve, research files, reports, other records and past practices, gather and collate background information, verify information for relevance and accuracy, analyze and summarize information, identify elements of interest, prepare draft docket and charts, assemble documents, prepare reports, presentations, speech, etc. according to standards and formats. Look for possible venues, prepare list of participants, draft invitations letter, etc. Process request for translation, printing, dispatch of information documents for statutory meetings, coordinate the delivery of translation services; complete forms and process requests for reservations for webcasting, recording, transcription of debates and follow-up on progress.

- **In collaboration with team members, access administrative support needs for meetings/events/workshops/seminars/travel, document processing/publication production and consultants/temporary assistance, and coordinate office support services for the same.** Inform management and team members of process, procedures and timeframes to secure administrative services needed for programme/project execution. Initiate a variety of contractual documents using examples or template; identify consultants, suppliers (from a roster) and prepare purchase requisitions in accordance with instructions, verify request for payments against contractual obligations in the finance system, process contractual transactions and provide information on payment status and remaining obligations to the responsible officer. Prepare minutes and monitor follow-up activities. Support informal translation of administrative documents or letter and provide informal interpretation support to UNESCO international staff during workshop and meetings.

- **Provide guidance and support for project/programme reporting requirements; paperwork, submit and prepare requests for approval of HR-related initiatives** (e.g. recruitment of temporary personnel, transfer, etc.) This can also include processing visas, security cards and other documentations, preparing regular and ad hoc reports on HR movement, leave usage etc., for the supervisor, or on other staff resources funded via the extra-budgetary envelope. Initiate travel authorization and make

https://careers.unesco.org/job/Myanmar-Project-Assistant/789284602/
travel arrangements, of team staff; provide assistance to partners and stakeholders as required.
Provide guidance to staff on general office processes and procedures, automated systems, computer
applications, etc.
• Maintain/update programme and project documentation and records, research and track background
information and documentation, maintain electronic and hard copy files/records/data sources up to date
on budgetary data, contract personnel and other administrative matters, update staff and equipment
listings, ensure the proper creation and closure of files and the safe retention of the same. Provide
general office assistance, receive, register, review and draft correspondence, emails and type a variety
of reports and tables to document/transmit administrative or format standards, maintain mailing lists
and other contact lists. Handle routine administrative tasks, such as maintaining, accessing telephone
billing, etc.
• Perform additional activities that may be required to ensure the success of the work team.

COMPETENCIES (Core / Managerial)
Accountability (C)
Communication (C)
Innovation (C)
Knowledge sharing and continuous improvement (C)
Planning and organizing (C)
Results focus (C)
Teamwork (C)

For detailed information, please consult the UNESCO Competency Framework.

REQUIRED QUALIFICATIONS
Education
• Completed secondary education or Bachelor’s Degree in the field of business administration, finance,
accounting, management or related areas.

Work Experience
• Minimum five (5) years (with Secondary education), or, minimum two (2) years (with Bachelor Degree)
of relevant experience in administration or programme support service.
• Proven experience in providing administrative and logistical support as a member of a project team.

Skills and competencies
• Excellent computer skills in all aspects of Microsoft Office, including typing in English and Myanmar
(Zawgyi and Pyidaungsu fonts).
• Capacity for accuracy and attention to detail in preparation of correspondence.
• Ability to take initiative and to provide quality and timely support and services.
• Ability to work independently on delegated tasks and to meet deadlines.
• Excellent organizational, interpersonal, and communication skills.
• Proven ability to work efficiently, under pressure, and in a multi-cultural environment.

Languages
• Excellent knowledge of English and Myanmar (spoken and written).

DESIRABLE QUALIFICATIONS
Education
• Bachelor’s degree in communications or related areas.
Work Experience
- Experience within the UN System or international organizations.
- Experience in conducting research will be an advantage.
- Experience in the field of ICT.

Skills and competencies
- Ability to work effectively with diverse groups of professionals towards common goals.

ASSESSMENT
An assessment exercise may be used in the evaluation of candidates.

SELECTION AND RECRUITMENT PROCESS
Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the UNESCO careers website. No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States (last update here) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process.
UNESCO applies a zero tolerance policy against all forms of harassment