UNOCHA MYANMAR - VACANCY ANNOUNCEMENT

The United Nations Office for the Coordination of Humanitarian Affairs (UNOCHA) is seeking the applications from dynamic and highly motivated Myanmar nationals for the following vacancy. Detailed terms of reference for vacancy are attached.

Vacancy No: UNOCHA/MAUNGDAW/2023/006
Job Code Title: Senior National Coordination Officer
Contract Type: Fixed-Term Appointment (FTA)
Position Number: 1 Position
Grade: NOB
Duration: One year with possibility of extension
Position Start Date: As soon as possible
Duty Station: Maungdaw, Rakhine State

Requirement:

| Education: | A completed advanced university degree (master’s degree or equivalent) in Social Sciences, Economics, International Relations, Political Science, or related field is a must. |
| Experience: | 1. Minimum two (2) years of relevant work experience in a senior position, in the field of Humanitarian Affairs/International development.  
2. Relevant experience in working with a UN agency or other humanitarian agency is desirable.  
3. Experience in emergency preparedness, crisis/emergency relief management, humanitarian/development environment, field coordination is an asset. |
| Language Requirements: | Excellent oral and written command of English and Myanmar language is required. |
| Operational Skills: | 1. Excellent liaison, interpersonal and general communications skills;  
2. Ability to work with minimum supervision in a multi-cultural environment.  
3. Coordination and Information Management skills  
4. Training and or capacity building skills  
5. Presentation skills  
6. Excellent command of MS Office suite applications (Word, Excel, Access, PowerPoint) |

REMARK: Application without a complete and signed P-11 form will not be considered.

Applications should be addressed to:
Admin and HR Unit, UNOCHA Myanmar
No (5), Kanbawza Street, Shwe Taung Kyar (2) Ward, Bahan Township, Yangon, Myanmar (In front of Pearl Condo) Email:
ocha.myanmarjob@un.org
Only those candidates in whose qualifications and experience the Organization has further interest will be contacted for subsequent interview(s). Interviews will be competency based.

The incumbent must be a Myanmar citizen. People living with HIV/AIDS are encouraged to apply.

Qualified women are encouraged to apply. Applicants are also requested to mention in the applications if they are related through marriage or by blood to any of the employees currently serving with any of the UN agencies in Myanmar.

OCHA is an equal opportunities employer, that strongly encourages applications from all groups, including women, persons with disabilities, LGBTI people and minority groups. OCHA, as part of the UN Secretariat and IASC, has a Code of Conduct for all staff members that strictly prohibits sexual exploitation and abuse. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or the age of consent locally. The exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour, is prohibited. UN staff members are obliged to create and maintain an environment that prevents sexual exploitation and sexual abuse. Any form of discrimination or harassment, including sexual or gender harassment, as well as abuse in any form at the workplace or in connection with work, is prohibited. The UN also had in place strong rules and regulations to prevent fraud, corruption and other activities that could pose a conflict of interest for individual staff members in their role as international civil servants working for the UN.

UNOCHA is an equal opportunity employer. UNOCHA regrets its inability to reply individually or attend to telephone queries on the advertised posts.

**Closing Date:** 19 March 2024
I. Position Information

Job Code Title: Senior National Coordination Officer  
Grade: NOB  
First Level Supervisor: Head of Sub Office, Rakhine  
Duty Station: Maungdaw, Rakhine State

II. Organizational Context

The position is based in the United Nations Office for the Coordination of Humanitarian Affairs (UNOCHA) in Myanmar, deployable to multiple duty stations across the country depending on needs.

Under the direct supervision of the Head of Sub Office of Rakhine and working as an integral part of the organization’s team, the incumbent will work in close collaboration with key stakeholders as well as, humanitarian and relief/recovery partners and will support the formulation of strategies of engagement in support of the mandate of OCHA at both technical and operational levels. This will require liaison with relief and recovery agencies, key stakeholders, as well as other actors across areas of operation, to ensure effective and transparent coordination. S/he also provides support in monitoring and reporting of humanitarian situations on a regular basis.

III. Key Functions / Results expected.

Summary of Key Functions:

1. Ensures effective coordination of relief/recovery response through adequate liaison with key stakeholders and partners in the field.
2. Analytical leadership, development, and implementation of programme strategies/mechanisms.
3. Strengthen emergency preparedness measures.
4. Performs other duties that may be required by the supervisor or by OCHA senior leadership.

1. Ensures effective coordination of relief/recovery response through coordination support and adequate liaison with stakeholders and partners in the field:
   - Supports the head of the Sub-Office in his/her areas of responsibility when required, including day-to-day management.
   - Facilitates building cluster-specific strategies and institutions that will address issues at the field level in collaboration with relevant stakeholders and other partners.
   - Ensures support on planning, implementation and strengthening of inclusive coordination in his/her area of responsibilities, identifies gaps and suggests corrective actions and ensures inclusion of cross-cutting issues, such as gender mainstreaming, etc.
   - Leads/supports inter-agency coordination forums as well as other meetings, as required.
   - Establish/strengthen relations with relevant stakeholders and relief/recovery partners in the field to enhance coordination, information sharing, trust building, advocacy and knowledge transfer in all matters related to streamlining and strengthening coordination, preparedness and response.
   - Identification of sources of information related to policy-driven issues. Identification and synthesis of best practices and lessons learned directly linked to programme country policy goals;
   - Identify and design training and capacity building initiatives in line with OCHA’s work plan and
strategy. Organization of training for the operations/projects staff, on programme issues.

2. **Analytical leadership, development and implementation of programme strategies/mechanisms focusing on achievement of the following results:**
   - Provide analysis and policy advice on current and emerging humanitarian and recovery issues;
   - Assist in policy development, including the review and analysis of humanitarian issues in the field;
   - Draft and prepare regular situation papers/reports highlighting relevant operational factors affecting the humanitarian situation and response efforts.
   - Follow-up on relief and recovery issues identified by partners, provide inputs to discussions and present conclusions in reports.
   - Support the development of strategies/mechanisms to strengthen the effectiveness and quality of cross sector initiatives.

3. **Strengthens emergency preparedness measures including focusing on achievement of the following results:**
   - Support disaster management activities, facilitating joint approaches with UN and partner agencies for assessments, planning and response.
   - Support emergency information needs through coordinated reporting, emergency reporting and information analysis.
   - Support inter-agency contingency planning and take the lead in matters related to natural disasters, including ensuring that the various contingency plans are updated, consistent and well-coordinated;
   - Support the promotion of the common needs assessment tools and the coordination of humanitarian partners for undertaking assessments in the field;

4. **Performs other duties that may be required by the supervisor or OCHA senior management.**

**IV. Results Expected**

Key results have an impact on the design, operation and programming of inclusive relief/recovery activities, creation of partnerships as well as ensuring the response reaches population affected by disasters and crises in a shortest possible time when they are in need. Strengthened coordination with local stakeholders and relief/recovery partners which contributes to strong partnerships, information exchange and coherence and planning of needs assessments and responses thereto. Focused support to preparedness activities. Enhanced access for humanitarian partners. A client-oriented and efficient approach with positive impact on the image of OCHA in the country.
V. Competencies

Core Competencies:
- Demonstrates commitment to OCHA’s mission, vision and values.
- Displays integrity, professionalism, and respect for diversity.
- Positive and constructive attitude with ability to interact with all individuals regardless of gender, national and cultural background.

Functional Competencies:

**Professionalism**
- Ability to perform a broad range of program coordination activities aimed at effective and efficient functioning of coordination mechanisms and information management.
- Solid problem solving skills.
- Ability to conceptualize issues and analyze data
- Ability to work with accuracy under time constrains and pressure in a stressful environment
- Ability to perform tactfully, confidentiality, takes initiative and proves good judgment
- Demonstrates strong IT skills

**Communication**
- Excellent oral and written communication skills
- Builds strong relationships with clients and external actors

**Teamwork**
- Excellent interpersonal skills and ability to establish and maintain effective partnerships in a multi-cultural, multi-ethnic environment and respects diversity.
- Works collaboratively with colleagues and shares knowledge to achieve organizational objectives.

**Planning and Organizing**
- Identifies priority activities and assignments; adjust priorities as required
- Ability to plan own work and use time efficiently, manage conflicting priorities and work under pressure of tight and conflicting deadlines

**Leadership and Self-Management**
- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude.
- Demonstrates openness to change and ability to manage complexity
- Promotes a knowledge sharing and learning culture in the office
- Leads effectively by example and shows conflict resolution skills
- Ability to work with minimum supervision in a multi-cultural environment.

VI. Recruitment Qualifications

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### VII. Signatures- Post Description Certification

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<th>Incumbent (if applicable)</th>
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<tr>
<td><strong>Name</strong></td>
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<tr>
<td>Supervisor</td>
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<tr>
<td>Kyoko Ono, DHoO</td>
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<tr>
<td>Head of Office</td>
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<tr>
<td>Danielle Parry, DHoO (OiC)</td>
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<td>Signature</td>
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