



Vacancy Announcement

The United Nations Development Programme is seeking applications from dynamic and highly motivated Myanmar nationals for the following vacancy with UNDP, Yangon, Myanmar.

Detailed terms of reference are available at the bulletin board at No. 6 Natmauk Road, Tarmwe Township, Yangon.

Functional title: Executive Associate to the UN Resident & Humanitarian Coordinator and UNDP Resident Representative

Level: G-6

Type of Contract: Fixed Term Appointment

Duty Station: Yangon

Under the guidance and supervision of the UN Resident and Humanitarian Coordinator and UNDP Resident Representative, Myanmar, the Executive Associate to RC/HC/RR ensures effective and efficient functioning of the RC/HC/RR front office, ensures full confidentiality in all aspects of assignment, maintenance of protocol procedures, management of information flow and follow-up on deadlines and commitments made. The Executive Associate to RC/HC/RR works in close collaboration with staff of the Office of the RC/HC, UNDP, other UN Agencies and national authorities to ensure efficient flow of information, actions on instructions and agendas. The incumbent displays acute sense of tactfulness and diplomacy, respects confidentiality and maintains calm and cheerfulness in highly stressful situations.

Competencies Required

Corporate Competencies: Demonstrates commitment to UN and UNDP's mission, vision and values. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

Development and Operational Effectiveness: Ability to perform a broad range of specialized activities aimed at effective and efficient functioning of the front office, including data/schedule management, maintenance of protocol, information flow; Confidentiality, diplomacy, tact, politeness and integrity. Ability to provide input to business processes re-engineering, elaboration and implementation of new data management systems.

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. Remains calm, in control and good humored even under pressure; Demonstrates openness to change and ability to manage complexities.

Qualifications

Education: & Experience: University Graduate: 5 to 7 years of progressively responsible administrative experience required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel etc), experience in handling of web-based management systems.

Language: Very strong oral and written skills in English an absolute requirement candidates should clearly indicate the post Title in their applications, and should submit them together with complete bio-data stating personal details, academic qualifications work experience and a recent passport sized photograph. Applications should be addressed to **Deputy Country Director (Operations)**

Attention: Human Resources Unit, No. 6, Natmauk Road, UNDP, Yangon.

Only those candidates in whose qualifications and experience the Organization has further interest in will be contacted for subsequent interview(s).

Those who applied for the post earlier need not apply.

"UNDP practice relating to recruitment prohibits hiring of persons currently engaged by Government services or who left Government service during the last 6 months."

UNDP is an equal opportunity employer.

UNDP regrets its inability to reply individually or attend to telephone queries on the advertised posts.

Closing date: 11 November 2009



Term of Reference

Functional title: **Executive Associate to RC/HC/RR**
Level: **G-6**
Type of Contract: **Fixed Term Appointment**
Duty Station: **Yangon**

Under the guidance and supervision of the Resident Coordinator/Humanitarian Coordinator/Resident Representative, UNDP/UN Myanmar, the Executive Associate to RC/HC/RR ensures effective and efficient functioning of the RC/HC/RR front office, ensures full confidentiality in all aspects of assignment, maintenance of protocol procedures, management of information flow and follow-up on deadlines and commitments made. The Executive Associate to RC/HC/RR works in close collaboration with staff of the Office of the RC/HC, UNDP, other UN Agencies and national authorities to ensure efficient flow of information, actions on instructions and agendas. The incumbent displays acute sense of tactfulness and diplomacy respects confidentiality and maintain calm and cheerfulness in highly stressful situations.

Details of the Term of Reference are:

- Arrangement of appointments and meetings, both official and personal, and maintenance of the RC/HC/RR's calendar, both in hard copies (RC/HC/RR's, her/his own and RC/HC/RR's driver's) and electronically on Microsoft Outlook. Until the electronic system is in place, the Executive Associate will weekly share a print-out of RC/HC/RR's electronic calendar with all staff in the Office of the RC/HC.
- Management of RC/HC/RR mission schedule, making necessary logistical arrangements and arrangement of appointments/meetings, and sharing of the mission schedule with the Office of the RC/HC. While on mission, the Executive Associate will maintain regular contact with the RC/HC/RR to convey urgent messages etc.
- Support the preparation of briefing folder/materials for the RC/HC/RR for appointments, meetings and missions.
- Preparation of translation of correspondences and other documents in Myanmar language.
- Interpretation at meetings conducted in Myanmar language, as required.
- Provision of Secretariat services at meetings/conferences, as needed.
- Maintenance of and knowledge base for protocol procedures.
- Management and regular update of database of the contact details of UNCT members, Government counterparts, diplomatic community, donors and relevant regional/HQ officials.
- Preparation of routine correspondence and note verbales on behalf of RC/HC/RR for his signature.
- Drafting of letter on behalf of RC/HC/RR for his signature and taking follow-up actions as required.
- Preparation of note for file and other documents by dictation.
- Preparation of invitations to official functions organized by the RC/HC/RR and making of necessary arrangements for these functions.
- Maintenance of the filing system ensuring safekeeping of confidential materials, as well as all incoming and outgoing correspondence.
- Coordination of the information flow in the Office of the RC/HC and UNDP, follow up on circulation files.
- Facilitation of information sharing amongst UNCT, in close consultation with the Office of the RC/HC. In particular, management, regular update and weekly circulation of the UNCT Myanmar Calendar of Events, based on information received from UNCT members.
- Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to RC/HC/RR.
- Screening of all incoming calls and correspondence.
- Presentation of proposals to eliminate communication bottlenecks and streamline office procedures.

- ❑ Arrangement of visitor/mission's appointments and meetings, as well as logistic arrangements as needed. Maintenance and regular update to the visitor/mission's programme. Sharing of the programmes with relevant staff and other stakeholders.
- ❑ Liaison with the Government counterparts regarding the programme of high-level UN missions, respecting confidentiality of the information received.
- ❑ Regular update of the briefing materials for short-term visitors/missions, including the "Welcome Sheet for Short-term Visitors" and preparation of a telephone contact list of personnel involved in the high-level missions.

Competencies Required

Corporate Competencies:

- ❑ Demonstrates commitment to UN and UNDP's mission, vision and values.
- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Development and Operational Effectiveness

- ❑ Ability to perform a broad range of specialized activities aimed at effective and efficient functioning of the front office, including data/schedule management, maintenance of protocol, information flow.
- ❑ Confidentiality, diplomacy, tact, politeness and integrity
- ❑ Ability to provide input to business processes re-engineering, elaboration and implementation of new data management systems

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
- ❑ Remains calm, in control and good humored even under pressure
- ❑ Demonstrates openness to change and ability to manage complexities

Qualifications

Education: University Graduate

Experience: 5 to 7 years of progressively responsible administrative, and programme experience is required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, etc), experience in handling of web based management systems.

Language Requirements: Fluency in English ,both written and spoken absolute requirement