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National Consultant - Humanitarian Finance Associate

Yangoon, Myanmar

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JOB INFO

Job Identification	37219
Posting Date	09/30/2026, 02:29 PM
Apply Before	10/07/2026, 05:00 PM
Job Schedule	Full time
Locations	Yangoon, Myanmar
Grade	G6
Vacancy Type	Individual Consultancy
Contract Duration	8 months
Education & Work Experience	High School certificate
Other Criteria	First level University (Bachelor's) degree in related field is preferred.
Required Languages	English
Vacancy Timeline	1 Week

JOB DESCRIPTION

The Position:

Under the overall direction and supervision of the Programme Specialist, Humanitarian Coordination and Gender-Based Violence and in close collaboration with

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Finance Analyst, the Programme Finance Associate provides comprehensive financial, administrative, and programmatic support to the Humanitarian Unit in Myanmar, collaborating closely with Programme and Operations teams to ensure timely, efficient, and compliant programme delivery.

How you can make a difference:

UNFPA is the lead United Nations agency for delivering a world where every pregnancy is intended, every childbirth is safe, and every young person's potential is fulfilled. The UNFPA Strategic Plan for 2026-2029 articulates the organization's response to a complex global environment, providing a roadmap for resilience and renewal. It is designed to accelerate the implementation of the Programme of Action of the International Conference on Population and Development (ICPD) and the achievement of the Sustainable Development Goals by 2030. This mandate is pursued through a focus on four interconnected outcomes: ending the unmet need for family planning; ending preventable maternal deaths; ending gender-based violence and harmful practices; and adapting to demographic change through evidence and rights-based policies.

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 who transform, inspire, and deliver high-impact and sustained results and ensure effective external relations, communications, and partnership-building and resource mobilization in a rapidly changing development and funding landscape. We need staff who are transparent, exceptional in how they manage the resources entrusted to them, and who commit to delivering excellence in programme results.

Job Purpose:

UNFPA's Fourth Country Programme Document (2018-2022) for Myanmar was approved by the Executive Board in September 2017 and extended up to the end of 2026. The Programme focuses on three key areas of intervention 1) sexual and reproductive health and rights, 2) gender equality and women's empowerment, and 3)

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population dynamics. The proposed Country Programme is aligned with the UNFPA's Strategic Plan (2022-2025) and the United Nations Transitional Cooperation Framework (2024-2025). Youth and adolescents, as well as gender equality and related human rights, are mainstreamed throughout the programme. UNFPA has partnerships with civil society organizations, UN agencies, INGOs and local NGOs, foundations and research institutions. UNFPA has a presence in several priority states/regions, integrating development, peacebuilding and humanitarian spectrums.

While advancing gender equality and promoting the empowerment of women is a key programme priority of UNFPA defined in the 4th Country Programme Document for Myanmar (2018-2026), since 2021 the focus has been specifically placed in responding to and preventing Gender Based Violence (GBV) in the humanitarian crisis. The prevalence of GBV in Myanmar as a symptom of gender inequality in Myanmar, prompted UNFPA to establish a multi-year and multi-donor "Women and Girls First Programme" (2016 – 2026). Through the Women and Girls First programme, UNFPA is committed to leading the international community and supporting national stakeholders in addressing gaps in gender equality, improving sexual and reproductive health services, responding to and preventing GBV and integrating gender equality and women's human rights perspectives into national policies, development frameworks and laws.

You would be responsible for:

1. Program Planning, Coordination & Knowledge Management

- **Work Plan Creation & Profiling:** Assist in programme formulation and work-plan creation in Quantum Plus. Maintain and update project profiles, including progress reports and work-plan reviews in strict compliance with UNFPA programme implementation guidelines.
- **Partner Support & Database Management:** Maintain up-to-date, easy-reference contact lists, databases, and mailing lists for Implementing Partners (IPs), key stakeholders, consultants, UN agencies, donors, and counterpart institutions.
- **M&E and Tracking:** Assist programme personnel with workplan tracking, follow-up on submission schedules for IP progress reports, and perform ad-hoc duties

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related to the monitoring and evaluation (M&E) of humanitarian projects.

- Archiving & Documentation: Establish and effectively maintain digital filing systems, follow-up mechanisms, and online partner databases to track progress and prevent duplication.

2. Financial Management, Budgeting & Reporting

- Budget Tracking & Revisions: Assist in preparing budget revisions based on approved humanitarian work plans via Quantum Plus; monitor project commitments and ensure expenditures align with donor agreements, annual budgets, and the Regional Refugee Response Plan (RRP).
- Financial Analytics: Generate and analyze timely financial reports using Power-BI and Quantum; provide weekly financial updates to programme staff, highlighting areas of overbudgeting or low implementation rates.
- Report Verification: Check and thoroughly examine project financial reports (e-FACE) for accuracy, consistency, and compliance against approved work plans and budgets before clearance.
- Donor & HQ Financial Reporting: Support financial reporting requirements to donors, the Brussels Office, UNFPA Headquarters, and external oversight bodies.
- Project Closure: Coordinate operational and financial closure activities for completed humanitarian projects in line with UNFPA policies and procedures.

3. HACT Assurance, Financial Oversight & Capacity Building

- HACT Coordination: Support and coordinate Harmonized Approach to Cash Transfers (HACT) assurance activities, including micro-assessments, spot checks, and audits, in close collaboration with the Country Office operations team, following up on any required corrective actions.
- Implementing Partner Coaching: Coach and advise Implementing Partners on UNFPA financial rules, regulations, e-FACE submission processes, and proper recording procedures for UNFPA-supported non-expendable assets.
- Compliance Checks: Monitor IP financial compliance to ensure accountability and minimize risk within the humanitarian portfolio.

4. General Programme Support & Communication

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- Information Synthesis: Prepare financial briefs, background summaries, and computer-generated visuals (graphs/charts) required by programme staff for donor briefings, missions, seminars, and meetings.
- Internal & External Communication: Ensure optimal information flow within the Humanitarian Unit, the broader Country Office, and external partners through effective written and electronic communication.
- Reporting & Administrative Support: Take minutes/notes during financial or programme reviews, handle basic programrelated correspondence, and carry out any other relevant activities as assigned by the supervisor or senior management.

Qualifications and Experience:

Education:

- Completed secondary level education (high school diploma) required.
- First level University (Bachelor's) degree in Public/Business Administration, Finance, Commerce, Accountancy/Chartered Accountancy and related field is preferred.

Knowledge and Experience:

- Minimum of six (6) years with secondary level education (or) three (3) years with a first level university degree) of relevant experience in programme, administration, finance or office management;
- Experience with UN Agencies is an asset
- Excellent writing and communication skills with the ability to draft correspondence in a clear, accurate and concise manner;
- Proficiency in current office software applications.
- Good knowledge of Quantum/Oracle based application is an asset.

Languages:

- Excellent written and verbal skills in English are required.

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. Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process. 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.

Due to the high volume of applications received, we are unable to respond to individual candidate inquiries.

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Interested External Candidates can apply for the position in following link:
https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_2003/job/37219

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