The United Nations Office for Project Services (UNOPS) is the Fund Manager for the multi-donor funded Livelihoods & Food Security Trust Fund (LIFT). The overall objective of LIFT is to contribute towards the progress of Millennium Development Goal No.1 (Eradicate Extreme Poverty and Hunger) through the improvement of food and livelihood security.

The LIFT Fund seeks highly qualified individuals for the six positions listed below.

1. Secretary/Human Resource Assistant
2. Secretary/Administrative Assistant
3. Receptionist/Office Clerk
4. Drivers
5. Information Technology/Database Assistant
6. Communications Assistant

For terms of reference or details on these positions, kindly call the LIFT Fund Office or refer to the notice board at HOTEL PARKROYAL YANGON, Room No. 320, 33 Alan Pya Phaya Road, Dagon Township, Yangon, and other UN Agencies’ notice boards in Yangon.

All applications must be received by **12 April 2010**.
TERMS OF REFERENCE
(Individual Contractor Agreement)

Title: Secretary/Human Resources Assistant
Project: Livelihood and Food Security Trust Fund (LIFT)
Duty station: Yangon, Myanmar
Section/Unit: LIFT Fund
Contract/Level: Support Category, ICA (Level 3)
Duration: 03/05/10 through 31/12/10 (7.5 months)
Supervisor: Ms. Kiran Sharma, LIFT Admin Officer

1. General Background of Project/Assignment

UNOPS Asia and the Pacific Office (APO) have been designated as the Fund Manager for the Multi-Donor Livelihood and Food Security Trust (LIFT) Fund in Myanmar. The Livelihoods and Food Security Trust Fund (LIFT) is a donor fund of US$ 100 million over five years to address food insecurity and income poverty in Myanmar. The Donor Consortium of LIFT comprising Australia, Denmark, United Kingdom, European Community, France, Germany, Netherlands, Norway, Sweden, and Switzerland have launched a first round Call for Proposals of interested implementing partners for the following geographical areas: prioritised townships of Delta (Bogalay, Laputta, Kyailat, Mawlamyinegyun, Ngapudaw, Pyapon, Dedaye and Kungyangon), and Chin State, Dry Zone, Rakhine State, Kachin State and Shan State.

2. Purpose and Scope of Assignment

The work of the Human Resource Assistant has an impact on the execution of the recruitment and administration of human resource and its related services in terms of quality, timely and properly recorded/documented recruitment processes and accuracy of work completed. The Human Resource Assistant strengthens the capacity of the office in the provision of suitable and excellent human resource recruitment and administration.

In order to provide overall support to the administration and management of human resources and its related services, the Human Resource Assistant by exchanging information ensures high quality of work, data accuracy and timely and properly recorded/documented service delivery; promotes a client, quality and results-oriented approach. S/he will be responsible for:

HR Policies and Procedures:
- Full compliance of HR processes and records with UNOPS rules, regulations, policies and strategies.
- Provides input to the content of internal Standard Operating Procedures (SOPs) in HR management in consultation with the direct supervisor and office management.

Recruitment Process:
• Assistance to the supervisor for the development and implementation of a human resources management system in relation to planning, administering and monitoring of all matters related to human resources management concerning national and international staff and other personnel.

• Assistance in undertaking recruitment process for international Consultants.

• Review of incoming requests and all relevant documentation relating to recruitment, contract extensions, transfers, exchange or loan, and separation of staff, consultants, or contractors, initiating required personnel actions in respect thereof.

• Use of tracking tools to monitor recruitment status and other indicators for management and recruitment purposes.

• Monitoring and tracking of status of requests, initiating follow-up action to ensure selection review submission is timely accurate and contains complete documentation.

• Review of Requests for Personnel Action (RPA) forms to ensure correct budget allocation, and for separating staff, verification that no financial obligations are due to UNOPS;

• Review of consultants’ qualifications and experience and Terms of Reference to determine daily remuneration to be paid in accordance with the established fee schedule;

• Briefing and guidance to clients and partners on the application and interpretation of recruitment policies and procedures.

• Maintenance of personnel records for all International Staff, ensuring projects maintain same for project national personnel.

• Oral and written response to staff inquiries regarding their conditions of service; drafting of correspondence in relation to the inquiries for signature by designated Officer.

• Update and management of the staffing tables and provision of statistical summaries related to them, including arranging and keeping track of movements of personnel.

• Maintenance and update of the CV/HR roster.

*Administration of Contracts, Benefits and Entitlements:*

- Monitoring and tracking of transactions to ensure timely, consistent and equitable provision of services with a client focus
- Assistance in the research of precedents and analysis of merits of specific requests and presentation of recommendations/solutions to supervisor
- Drafting of letters of offer and separation outlining the conditions of the appointments/transfer/separations for the approval of the supervisor. Briefing to staff on the conditions of service related to contracts and/or appointments/transfers
- Collection, verification and follow-up on required documentation related to allowances, appointments and contracts.
- Maintenance of a staff monitoring system to ensure timely retrieval of information as required.

*Staff Development and Training:*

- Assistance in planning, organizing and making logistical arrangements for workshops, corporate meetings and retreats
- Coordination of the collection of feedback on learning events and presentation of results for review purposes
- Design and presentation of training materials and course outlines.
- Tracking of UNOPS mandatory training requirements.

*Knowledge building and sharing:*

- Participation in the trainings for the operations/projects staff on HR.
- Contributions to knowledge networks and communities of practice.

3. Monitoring and Progress Controls
The expatriate Admin Officer will monitor the performance of the incumbent in line with his/her assignment. H/she will work in close collaboration with the Admin and Program teams; Operation staff in the Regional Office and HQ staff to exchange information and ensure consistent service delivery.

4. Final Product

- Implementation of Human Resource strategies and procedures,
- Efficient recruitment processes
- Supports administration of contracts, benefits and entitlement
- Initiates staff development and training
- Support to knowledge building and knowledge sharing

5. Qualifications and Experience

a. Education

- Secondary education. Diploma or high school certificate with specialised certification in HR is an asset.

b. Work Experience

- Four to five years of relevant work experience in human resource management. First university degree with two to three years of similar field experience or in supporting a HR management area is considered as equivalent.
- Experience in a similar position within a large international organization would be an asset.
- Demonstrated ability to establish good working relationships with colleagues and stakeholders from different cultural backgrounds desirable.
- Excellent command of Myanmar and English required.

c. Key Competencies

- Demonstrates commitment to UNOPS’s mission, vision and values
- Displays integrity, professionalism and respect for diversity
- Ability to perform a variety of standard tasks and duties related to HR, screening, collecting and preparation of documentation, data input, transactions tracking, filing, provision of information
- Ability to review data, identify and adjust discrepancies
- Ability to produce accurate and well documented records conforming to the required standard
- Ability to handle a large volume of work possibly under time constraints
- Knowledge of UNOPS HR rules and procedures
- Ability to adhere to work assignments and meet designated deadlines.
- 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
- Solicits feedback from staff about the impact of his/her own behavior
- Shares knowledge and experience
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills
- Strong IT skills
1. General Background of Project/Assignment

UNOPS Asia and the Pacific Office (APO) have been designated as the Fund Manager for the Multi-Donor Livelihood and Food Security Trust (LIFT) Fund in Myanmar. The Livelihoods and Food Security Trust Fund (LIFT) is a donor fund of US$ 100 million over five years to address food insecurity and income poverty in Myanmar. The Donor Consortium of LIFT comprising Australia, Denmark, United Kingdom, European Community, France, Germany, Netherlands, Norway, Sweden, and Switzerland have launched a first round Call for Proposals of interested implementing partners for the following geographical areas: prioritised townships of Delta (Bogalay, Laputta, Kyait, Mawlamyinegyun, Ngapudaw, Pyapon, Dedaye and Kungyangon), and Chin State, Dry Zone, Rakhine State, Kachin State and Shan State.

2. Purpose and Scope of Assignment

The work of the Administration Assistant/Secretary has an impact on the execution of the administrative/logistical services in terms of quality and accuracy of work completed. Accurate data entry, presentation of information and client-oriented approach strengthens the capacity of the office in the provision of administrative/logistical services.

In order to provide overall management of administrative services, ensuring high quality of work, data accuracy and timely and properly recorded/documentated service delivery, the secretary promotes a client, quality and results-oriented approach. S/he will be responsible for:

- Provision of inputs to the preparation of administrative team results-oriented workplans.
- Receipt of shipments, customs clearance arrangements. Preparation of all necessary documentation, implementation of follow-up actions, drafting correspondence related to shipments/customs clearance.
- Arrangement of travel and hotel reservations, preparation of travel authorizations.
- Support to staff members and their dependents by processing requests for visas, identity cards and other documents in accordance with requirements of the United Nations and national government.
• Administrative support to organization of conferences, workshops, retreats.
• Collection of information for DSA, travel agencies and other administrative surveys.
• Preparation of routine correspondence, faxes, memoranda and reports.
• Extracting, inputting, copying and filing data from various sources.
• Maintenance of files in Administrative Unit
• Checking vehicle logs and preparation of the draft vehicle history reports and maintenance plans.
• Collection of information on assets management, maintenance of records and files on assets management.
• Maintenance of files and records relevant to office maintenance.
• Participation in the training for the operations/projects staff on administration.
• Contributions to knowledge networks and communities of practice.

3. Monitoring and Progress Controls

The expatriate Admin Officer will monitor the performance of the incumbent in line with his/her assignment. H/she will work in close collaboration with the Admin & Logistic Associate and Admin team.

4. Final Product

➢ Ensures implementation of operational strategies,
➢ Ensures efficient administrative and logistical support
➢ Provides support to office maintenance and assets management
➢ Provides support to knowledge building and knowledge sharing

5. Qualifications and Experience

a. Education

➢ Secondary education. Diploma or high school certificate with specialised certification in Administration is an asset.

b. Work Experience

➢ Four to five years of relevant work experience in administration. First university degree with two to three years of similar area is considered as equivalent.
➢ Experience in a similar position within a large international organization would be an asset.
➢ Experience in handling of web-based management systems.
➢ Experience in the usage of computers and office software packages (MS Word, Excel, etc.).
➢ Demonstrated ability to establish good working relationships with colleagues and stakeholders from different cultural backgrounds desirable.
➢ Excellent command of Myanmar and English required.
➢ Ability to type in Myanmar necessary.

c. Key Competencies
- Demonstrates commitment to UNOPS’s mission, vision and values
- Displays integrity, professionalism and respect for diversity
- Ability to perform a variety of repetitive and routine tasks and duties related to arrangement of meetings, office and vehicle maintenance and general administration work.
- Ability to review data, identify and adjust discrepancies
- Ability to produce accurate and well documented records conforming to the required standard
- Ability to handle a large volume of work possibly under time constraints
- Good knowledge of administrative rules and regulations
- Shares knowledge and experience
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills
- 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
- Strong IT skills
TERMS OF REFERENCE
(Individual Contractor Agreement)

Title: Driver
Project: Livelihood and Food Security Trust Fund (LIFT)
Duty station: Yangon, Myanmar
Section/Unit: LIFT Fund
Contract/Level: Support Category, ICA (Level 2)
Duration: 03/05/10 through 31/12/10 (7.5 months)
Supervisor: Ms. Kiran Sharma, LIFT Admin Officer

1. General Background of Project/Assignment

UNOPS Asia and the Pacific Office (APO) have been designated as the Fund Manager for the Multi-Donor Livelihood and Food Security Trust (LIFT) Fund in Myanmar. The Livelihoods and Food Security Trust Fund (LIFT) is a donor fund of US$ 100 million over five years to address food insecurity and income poverty in Myanmar. The Donor Consortium of LIFT comprising Australia, Denmark, United Kingdom, European Community, France, Germany, Netherlands, Norway, Sweden, and Switzerland have launched a first round Call for Proposals of interested implementing partners for the following geographical areas: prioritised townships of Delta (Bogalay, Laputta, Kyailat, Mawlamyinegyun, Ngapudaw, Pyapon, Dedaye and Kungyangon), and Chin State, Dry Zone, Rakhine State, Kachin State and Shan State.

2. Purpose and Scope of Assignment

The work of the Driver has an impact on the smooth operation of transport and logistical services in terms of quality and timeliness. The Driver promotes a client, quality and results-oriented approach. S/he will be responsible for:

- Drive vehicle safely for the transport of the Fund Director and authorized personnel.
- Meet official personnel at the airport and facilitate immigration and customs formalities as required.
- Develop and implement vehicle management and maintenance system in accordance with UNOPS vehicle management policy and procedures.
- Take care of the day to day maintenance of the assigned vehicles, check oil, water, battery, brakes, tires, etc. and perform minor repairs and arrange for other repairs and ensure that the vehicle is kept clean.
- Log official trips, daily mileage, gas consumption, oil changes, greasing, etc.
- Ensure that the steps required by rules and regulations are taken in case of involvement in an accident.
- Assist staff members and their dependents in the processing of their driving licenses and personal car related documents in accordance with the requirements of the United Nations and the Government of the Union of Myanmar.
- Perform other duties, as required.
3. Monitoring and Progress Controls

The expatriate Fund Director Admin Officer will have overall supervision, with the expatriate Administration Officer will monitor the performance of the incumbent in line with his/her assignment. H/she will work in close collaboration with the Admin & Logistic Associate and Admin team.

4. Final Product

- Ensures smooth and timely transport and logistical support
- Provides support to knowledge building and knowledge sharing

5. Qualifications and Experience

a. Education

- Completion of a secondary education or equivalent

b. Work Experience

- Valid driving license.
- At least 2 years work experience as a driver with safe driving record.
- Excellent skills in motor vehicle repairs.
- Basic knowledge of computers.
- Fluency in English and Myanmar Language.

c. Key Competencies

- Focuses on result for the client and responds positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Teamwork ability to establish good working relations with colleagues and stakeholders in a sensitive environment.
- Ability to maintain pleasant stature even when required to work under pressure and long hours.
- Ability to perform detailed work and to have high sense of confidentiality, initiative and good judgement.
- Courteous and tactful; trustworthy and keen sense of ethics and integrity in dealing with clients and service providers.
- Capacity to read and write in English and Myanmar Languages.
1. General Background of Project / Assignment

The Livelihoods and Food Security Trust Fund (LIFT) is a donor fund of US$ 100 million over five years to address food insecurity and income poverty in Myanmar. The Donor Consortium of LIFT comprising Australia, Denmark, United Kingdom, European Community, France, Germany, Netherlands, Norway, Sweden, and Switzerland have launched a first round Call for Proposals of interested implementing partners for the following geographical areas: prioritised townships of Delta (Bogalay, Laputta, Kyailat, Mawlamyinegyun, Ngapudaw, Pyapon, Dedaye and Kungyangon), and Chin State, Dry Zone, Rakhine State, Kachin State and Shan State.

2. Purpose and Scope of Assignment

Under the overall supervision of the LIFT Fund Director, in accordance with UNOPS policies, procedures and practices, the incumbent will be responsible for:

1) User Support
   - Provide hardware and software troubleshooting support to the office.
   - Follow the UNOPS IT Policy standard operating procedures related to support handling, and utilize the
   - Support desktop operating system, standard Windows software, and various UNOPS customized
   - Support mobile users: Install desktop and mobile computer hardware and software;
   - Provide staff training on all hardware, software, file management/maintenance and LAN systems;
   - Propose tools and methods for improving the desktop working environment;
   - Supervise hardware maintenance provided by vendors;

2) Network Administration
   - Maintain the Local Area Network (LAN) and Wide Area Network (WAN) systems to ensure that
   - Network Operating Systems support databases, documents, resources and data files.
   - Installation, upgrading and maintenance of LAN/WAN systems, including applications used in the
   - Management and maintenance of equipment and applications associated with electronic mail system.
   - Maintenance of Cisco equipments utilized on the LANs network.
• Maintenance of PABX operations.
• Ensure proper security to the LAN by stringent management of the Firewall.
• Ensure management awareness of problems that are severe in nature or that are exceeding documented targets.
• Perform proactive maintenance on telecom system to avoid disruption of service
• Assist in preparation and maintenance of a comprehensive inventory of all computer, equipment, I/O devices and software existent in the office;
• Perform other related duties as required.

3) Database Entry
• Assist the FD to monitor IP activities through setting up appropriate tracking and database management systems.
• Assist the Administration Officer to set up monitoring and tracking systems for donor contributions, payments to IPs and financial and technical reporting from IPs.
• Assist the programme staff in database applications and communications tools as may be required.

3. Monitoring and Progress Controls

The Fund Director will monitor the performance of the incumbent in line with his assignment. He will work in close collaboration with the Programme Officers and with the Admin Officer.

4. Final Product

The final products will be
- an effective and efficient information technology system in place with proper trouble shooting when need arises.
- availability of an updated and reliable database system for sharing of information, monitoring and reporting purposes.

5. Qualifications and Experience

- Excellent information technology and communication skills.
- Good understanding of Livelihood and Food Security issues in Myanmar
- Experience in Livelihoods and Food Security related monitoring and evaluation

a. Education

- Higher education degree (Bachelor equivalent).
b. Work Experience

- At least five years of progressively responsible experience in the field of information technology and database system, and or telecommunications and systems, preferably in an international environment.
- Working knowledge of Cisco Network equipment such as PIX Firewall, ASA Firewall, Catalyst Switch and Router required.
- Knowledge of Satellite systems required
- Working knowledge and experience in developing and maintaining database systems required.
- Experience and understanding of information technology and database entry systems an asset.
- Excellent command of Myanmar and English required.

c. Key Competencies

- Excellent technical understanding of Food Security and Livelihood issues and community Development approaches;
- Sound judgement; ability to resolve technical and operational problems, to work with minimum supervision, and to use initiative;
- Ability to work effectively under pressure and frequent interruptions;
- Excellent interpersonal skills.
TERMS OF REFERENCE
(Individual Contractor Agreement)

Title: Communication Assistant
Project: Livelihood and Food Security Trust Fund (LIFT)
Duty station: Yangon, Myanmar
Section/Unit: LIFT Fund
Contract/Level: Support Category, ICA (Level 3)
Duration: 03/05/10 through 02/08/10 (3 months)
Supervisor: Mr Alan McMahon, LIFT Fund Director

1. General Background of Project / Assignment

UNOPS Asia and the Pacific Office (APO) have been designated as the Fund Manager for the Multi-Donor Livelihood and Food Security Trust Fund (LIFT) Fund in Myanmar. The Livelihoods and Food Security Trust Fund (LIFT) is a donor fund of US$ 100 million over five years to address food insecurity and income poverty in Myanmar. The Donor Consortium of LIFT comprising Australia, Denmark, United Kingdom, European Community, France, Germany, Netherlands, Norway, Sweden, and Switzerland have launched a first round Call for Proposals of interested implementing partners for the following geographical areas: prioritised townships of Delta (Bogalay, Laputta, Kyailat, Mawlamyinegyun, Ngapudaw, Pyapon, Dedaye and Kungyangon), and Chin State, Dry Zone, Rakhine State, Kachin State and Shan State.

2. Purpose and Scope of Assignment

LIFT will be operating in a complex environment. Therefore demonstrating transparency and building understanding of Fund approaches and achievements with a wide range of stakeholders (both inside and outside Myanmar) will be crucial for LIFT success. The Fund Manager will have a key role in this communications agenda. The Communication Assistant's duties will include:

- Assist in the development of an external communication strategy, setting out the key communications challenges faced by the Fund and how these will be addressed. This will include: (a) how key communication issues relating to the Fund will be identified; (b) how messages will be developed and agreed; (c) channels of communication among stakeholders; (d) resource needs for communication activities; (e) monitoring and evaluation framework for communication activities.
- Assist in the overseeing implementation of the communications strategy ensuring, both in Myanmar and internationally, the identification of key stakeholders and provision of adequate and accurate flow of information about the Fund, its objectives, its global policy, operational policies and systems, and the actions it supports.
- Assist in the rapid co-ordination of responses to questions and queries raised about the Fund and its work by a wide range of stakeholders.
- Coordinate in the preparation of information material on project implementation to be used by donors; visitors interested in the Fund, and the media (including media outreach material).
• Assist in Preparation of material needed for workshops, seminars, briefings organized by the Fund Manager.
• Support to effective mechanisms for internal communications within the Fund Management team and between the Fund Manager and implementing partners in order to ensure consistent messages and to collect stories needed for external communications, including close liaison with colleagues working on monitoring and evaluation and lessons learned from LIFT funded programmes and global best practice in livelihoods programming.
• Manage LIFT Fund web communication strategy by assessing in the:
  o Identification of suitable information to appear on the LIFT Fund website, as well as gaps in existing content;
  o Researching, writing, editing and publishing online content that is clear, concise, vivid, and effectively conveys key messages to target audiences;
  o Building relationships with personnel across the organization to facilitate data-collection and feedback on existing content;
  o Securing and posting graphics/images when appropriate for inclusion with written content;
  o Identifying web translation needs on an ongoing basis, and liaising with translators
  o Adjusting the information architecture of the website and to improve user experience;
  o Overseeing the design and content on the LIFT Fund website, including the Communications Document Library and the Forms and Templates section
  o Assisting in coordination of communication workflow.
  o Liaise with Webpage provider for maintenance of website.

3. Monitoring and Progress Controls

The Fund Director will monitor the performance of the incumbent in line with his assignment. H/she will work in close collaboration with the Fund Management team.

4. Final Product

The final products will be
• Proactive work to explain and publicize the approaches and achievements of the Fund (including on operational and policy issues)
• Rapid coordination of responses to questions and queries raised about the Fund and its work by a wide range of stakeholders.
• An excellent communications and visibility strategy which demonstrates transparency and builds understanding of Fund approaches and achievements with a wide range of stakeholders, the LIFT Fund, the Fund Board and Donor Consortium

5. Qualifications and Experience

- Excellent communication, writing, analytical and information technology skills
- Good understanding of Livelihood and Food Security issues in Myanmar
- Experience in Livelihoods and Food Security related monitoring and evaluation
a. Education

- Diploma or higher school certificate with certification in Communications (Media Studies, Journalism, Political Sciences or International Relations).

b. Work Experience

- Four to five years of relevant work experience in the field of communications. First university degree with two to three years of similar field experience or in supporting information technology/database area is considered as equivalent.
- Experience in a similar position within a large international organization would be an asset.
- Work experience in a developing country and previous experience in South and/or Southeast Asia would be a significant asset.
- Proven experience of field visits in difficult conditions desired.
- Demonstrated ability to establish good working relationships with colleagues and stakeholders from different cultural backgrounds desirable.
- Excellent command of Myanmar and English required.

c. Key Competencies

- Excellent coordination and communication skills;
- Strong interpersonal and motivational skills, and sensitivity to the local environment;
- Ability to work with minimal supervision in a complex political environment.
- Computer literate including web-based.