



## **TERMS OF REFERENCE**

The Programme Assistant is located in UNFPA Office in Honiara, Solomon Islands.

Under the supervision of the Programme Specialist, the Programme Assistant is part of the programme team and provides routine clerical, administrative and programme support to strengthen programme delivery and management. S/He works in close collaboration with the Operations team to ensure timely support to the programme team.

- The Programme Assistant performs secretarial, administrative, communications, and programme support to the Programme team.
  - S/He provides organizational functions of the office in terms of providing effective communications support to the Sub Regional office; ensuring facilitation of knowledge building and management; providing logistical support to programme implementation.
  - In addition, the incumbent contributes to basic programme/research data for the management of the programme and in tracking progress of the programme implementation.
- Ensure optimal communication flows between UNFPA office and external counterparts, through effective use of written, verbal and electronic communication;
  - Receives incoming correspondence and documents to the Sub Regional Office, log and route these for action; collect and prepare necessary information for reply/action and review and ensure all outgoing correspondence submitted for signature conforms to the Fund's guidelines and procedures; prepare and register out-going mail pouches;
  - Drafts, take dictations, notes, types and formats correspondence, document for responses to routine matters relating to the country programme operations, in conformity with established procedures, ensuring clarity, accuracy of spelling, punctuation and formats prior to submission for signature;
  - Prepare information and/or briefs, summaries and background documentation required by programme staff for official missions, programme functions, seminars, conferences, events and meetings including arranging audio-visual aids as required, projector and screen, preparing power point presentations and computer generated visuals such as graphs;
  - Identify source, gather and compile data and relevant information for preparation of documents, guidelines, speeches and position papers and assists with follow up on matters after events, conferences, country office and internal programme meetings.
  - Assist in programme formulation and work-plan creation in ATLAS, maintain and update project profiles, including progress reports and work-plans in compliance with programme implementation guidelines;
  - In coordination with the Personal Assistant to the Director and Representative, sets up, and effectively maintain and monitors the filing system; sets up a follow up system to reduce repetitive action or filling gaps; manage online database of implementing partners; assist in archiving and maintain up-to-date electronic mailing lists;
  - Collate programme related information and procurement needs; support programme personnel in their work plans, monitor and follow-up with Implementing partners on submission of progress and financial reports;

- In consultation with relevant staff, initiate draft documents, compile and process logistical, administrative and financial arrangements for meetings, events and workshops organized by the office.
- Receive visitors/officials; take minutes and/or notes, as required; prepare informal translations and act as interpreter as required; answer and screen telephone calls with tact and discretion;
- Arrange domestic and international travels for staff and non-staff travels as well as follow up of submission of the mission reports by staff.
- Assist the programme team, in providing support to implementing partners on knowledge management and programme implementation through maintaining an easy reference and friendly access to contacts and mailing lists of partners, key stakeholders, consultants, UN agencies, donors, institutions, individuals, and other contacts.
- Manage contracts issued by the programme personnel, including entering the relevant requisition facilitating release of payments, extensions, etc.; and

Perform ad-hoc duties required by the Programme Specialist relating to monitoring and evaluation of the country programme and projects.

**Required Competencies:**

**Values:** Exemplifying integrity, Demonstrating commitment to UNFPA and the UN system, Embracing cultural diversity, Embracing change

**Core Competencies:** Achieving results, Being accountable, Developing and applying professional expertise/business acumen, Thinking analytically and strategically, Working in teams/managing ourselves and our relationships, Communicating for impact

**Functional competencies**

Logistical support  
 Managing data, documents, correspondence and reports  
 Managing information and workflow  
 Planning, organizing and multi-tasking  
 Job knowledge/technical expertise

**Languages:** Fluency in English Language and knowledge of the local language is required.

**Other Desirable Skills:** Initiative, sound judgment, strong interest in development work, especially the mission of the United Nations Population Fund and dedication to the principles of the United Nations.

**Education:**

- Completion of secondary level education or an equivalent is required.
- First level university (Bachelor) degree in any discipline is desirable.
- A recognized certification in Business/Secretarial/Office Administration is an asset

**Knowledge and Experience:**

- Minimum of five (5) years professional experience in secretarial/administrative role;
- Some experience in research assistance and general understanding of programme support, monitoring and evaluation is desirable;
- Good writing and communication skills with the ability to draft correspondence in a clear, accurate and concise manner;
- Previous experience and knowledge of protocol in the United Nations is an advantage,
- Good interpersonal, planning, organizational and multi-tasking skills;
- Ability to work independently and harmoniously in a multi-cultural and multi-ethnic team environment maintaining tact and discretion in all dealings;
- Computer literacy - Proficiency in the use of MS Office Packages and the Internet;
- Good knowledge of Atlas/PeopleSoft is an asset.