



## Programme Associate

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Job title:	Programme Associate, Spotlight Initiative
Level:	SB4
Position Number:	
Location:	Suva, Fiji
Full/Part time:	Full time
Fixed term/Temporary:	Temporary
Rotational/Non Rotational:	Non rotational
Duration:	One year (renewable)

### The Position:

The Programme Associate provides the lead responsibility for programme activities, research & networking and is part of the Programme team, which provides integrated programme and technical support within a systems strengthening approach fundamental to UNFPA's overall strategy. The Programme Associate works in close collaboration with the operations, programme and project staff in the RO, UNFPA HQ, Recipient UN Organizations (UNDP, IOM, UNESCO, UN Women, UNICEF), Spotlight Secretariat, EU, Steering Committee and Civil Society Reference Group, and partners as required for resolving complex finance-related issues and exchange of information. You will report directly to the Gender Technical Advisor. The Programme Associate also works in close collaboration with the Programme and Technical teams working to implement the Spotlight programmes at the regional level as well as in Fiji, Republic of the Marshall Islands, Solomon Islands, Vanuatu and Samoa.

### How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

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 that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

### Job Purpose:

The European Union (EU) and the UN are embarking on a new multi-year programme, called the 'Spotlight Initiative,' which is focused on eliminating violence against women and girls (VAWG) and harmful practices (HP). In a focused set of countries, the Spotlight Initiative will deploy targeted, large-scale investments to improve the rights of women and girls, helping them to live lives free of violence.



The Spotlight regional and multi country programme as well as the programmes in Samoa and Vanuatu aims at adding value, maximizing investment, and contributing to the scale, sustainability, visibility, lessons learnt and replication of programming to prevent and address intimate partner violence throughout the Pacific region.

UNFPA is the Lead Agency to coordinate the implementation of the Vanuatu programme and a recipient UN agency (RUNO) within the regional and Samoa programmes. UN Women, UNDP, IOM, UNESCO and UNICEF are also recipient UN organizations (RUNOs) that will jointly implement resources and provide technical assistance for the implementation of these programmes. Intergovernmental organizations, regional networks of CSOs and other regional partners will be engaged as well.

In a global organisation, where many of our people are based in challenging environments, you will play a vital role in ensuring the smooth running of critical services research, financial and administrative/general services across the Pacific offices implementing Spotlight programmes. You will build close relationships with stakeholders, communicating regularly to support best practice in fixed assets management.

**You would be responsible for:**

**A. Programme Oversight**

- Provide administrative support in the preparation of programme work plans, budgets, and proposals on programme implementation arrangements;
- Provide technical guidance to the UNFPA Spotlight staff on routine delivery and reporting of programme supported activities and finances;
- Prepare information for the audit of the joint programmes and support implementation of audit recommendations
- Supporting the monitoring of Spotlight project activities, establishing ways to assess achievement and recommending corrective action as required; conducting field visits; participating in review meetings and monitoring missions, including the Spot Check of Implementing Partners and preparing regular inputs to status and progress reports.

**B. Financial Management**

- Create projects in Atlas, prepare budget revisions, revise project awards and status; and determine unutilized funds and the operational and financial close of joint programme;
- Provide administrative support in monitoring budget preparation and the finances of joint programmes; including the finalization of FACE forms;
- Review financial reports; prepare non-PO vouchers for development projects;
- Process payment for consultants;
- Maintain internal expenditures control system;
- Create requisitions in Atlas for development projects; register good receipts in Atlas;
- Assist in the preparation and follow up of cost-recovery bills in Atlas.



- Generate financial reporting for the Spotlight Initiative for UNFPA across Regional, Samoa and Vanuatu programmes.

### **C. General Administrative Management**

- Undertake all logistical, administrative and financial arrangements for organization for meetings, workshops, events, and missions;
- Make travel arrangements for the Programme Team, including travel requisitions and claims;
- Maintain control of travel claims ensuring accuracy and compliance in a timely manner;
- Obtain quotations for all the processes of acquisition of goods and services (micro purchasing);
- Prepare public information materials and briefing packets;
- Assemble briefing materials and prepare power-point and other presentations;
- Maintain proper filing system of finance records, project documents – hard and soft copies.

Carry out any other duties as may be required by UNFPA leadership.

### **Qualifications and Experience**

#### **Education:**

- Completion of secondary level or an equivalent high school education is required;
- First level university degree in Business Administration or a related field is preferable.
- Recognized training and/or certification in basic financial principles is an asset.

#### **Knowledge and Experience:**

- Minimum of Seven (7) years of relevant experience in the data support management systems and financial management in the private, public sector and/or in an international organization.
- Prior work experience in providing similar support to programmes and projects within the United Nations and/or an International Organization is desired;
- Strong organizational skills;
- Demonstrated ability to work in a team environment respecting diversity of work teams
- Sound interpersonal and communication skills
- Ability to use analytical tools and logic to gather, define information, situations, problems, and draw logical conclusions to the data;



- Make timely and appropriate decisions, taking into consideration, various and complex issues.
- Computer Skills: Proficient in MS Office Packages, databases and the Internet

**Languages:**

Fluency in English is required. Fluency in the local Pacific language is an advantage.

**Required Competencies**

<p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• Exemplifying integrity,</li> <li>• Demonstrating commitment to UNFPA and the UN system,</li> <li>• Embracing cultural diversity,</li> <li>• Embracing change</li> </ul>	<p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>• Logistical Support,</li> <li>• Managing data, documents, correspondence &amp; reports,</li> <li>• Planning, organizing and multi-tasking,</li> <li>• Managing financial processes,</li> <li>• Strategically positioning UNFPA programmes,</li> <li>• Providing conceptual innovation to support programme effectiveness,</li> <li>• Generating, managing and promoting the use of knowledge and information;</li> <li>• Facilitating quality programmatic results</li> </ul>
<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>• Achieving results,</li> <li>• Being accountable,</li> <li>• Developing and applying professional expertise/business acumen,</li> <li>• Thinking analytically and strategically,</li> <li>• Working in teams/managing ourselves and our relationships,</li> <li>• Communicating for impact</li> </ul>	

**Compensation and Benefits**

This position offers an attractive remuneration package including a competitive net salary plus health insurance, pension, dependency allowances, annual/sick leave and other benefits as applicable.

**Disclaimer**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.