



Programme/Finance Assistant

Job title:	Programme/Finance Assistant
Level:	G5
Position Number:	00032745
Location:	Majuro, Republic of Marshall Islands
Full/Part time:	Full time
Fixed term/Temporary:	Fixed-term
Rotational/Non Rotational:	Non Rotational
Duration:	One year with possible extension subject to performance

The Position:

The Programme/Finance Assistant is located in UNFPA Office in Majuro, Republic of Marshall Islands and will work under the day-to-day supervision of the Program Specialist.

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:

S/He provides programmatic, secretarial, administrative, logistical and financial support in implementation of program activities ensuring full compliance of program and financial processes with UN/UNFPA rules, regulations, policies and strategies;

S/He provides effective communications support to the Sub Regional office; ensuring facilitation of knowledge building and management. In addition, the incumbent contributes to basic programme/research data for the management of the programme and in tracking progress of the programme implementation.

You would be responsible for:

- 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, donor, institutions, individuals, and other contacts;



- Assist in programme formulation and work-plan creation in GPS, maintain and update project profiles, including progress reports and work plan review in compliance with programme implementation guidelines;
- 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 (e-Face);
- In close collaboration and guidance of the finance team in Suva, support and coordinate the HACT assurance activities (spot check, audits) and support in follow up of any required action;
- Coach implementing agencies on UNFPA financial rules and regulations to be followed, e-Face and on recording non-expendable items supported by UNFPA;
- In close collaboration with the administration team in Suva, follow up on any administrative matters entering the relevant requisition facilitating release of payments, including maintenance of vehicle log registers & vehicle history record, inventory management, assets, leave records, management of common premises including JPO leases and contracts;
- In close collaboration with the administration team in Suva, support arrangement of domestic and international travels for staff and non-staff travels as well as follow up of submission of the mission reports by staff;
- 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;
- Set up, and effectively maintain and monitor the filing system; set 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;
- 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;
- Ensure optimal communication flows within the unit and with entire Sub Regional Office, joint country presence offices and external counterparts, through effective use of written, verbal and electronic communication;
- Perform ad-hoc duties required by the Programme Specialist relating to monitoring and evaluation of the country programme and projects.



Qualifications and Experience

Education:

- Completion of secondary level education or an equivalent is required. First level university (Bachelor) degree in Business Administration, Commerce, Accountancy, Chartered Accountancy and related fields is desirable.

Knowledge and Experience:

- Minimum of five (5) years professional experience in similar 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.

Languages:

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

Required Competencies

Values: <ul style="list-style-type: none">• Exemplifying integrity,• Demonstrating commitment to UNFPA and the UN system,• Embracing cultural diversity,• Embracing change	Functional Competencies: <ul style="list-style-type: none">• Logistical support• Managing data, documents, correspondence and reports• Managing information and workflow• Planning, organizing and multi-tasking• Job knowledge/technical expertise
Core Competencies: <ul style="list-style-type: none">• 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	



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.