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Pacific Sub-Regional Office

**Title:** Admin Finance Associate (G6)

**CALL TO ACTION**

* Are you result driven and can you work well in teams?
* Do you have a keen eye for detail and can you ensure high quality and accuracy of work?
* Can you multi-task, prioritize and continuously strive to improve business processes?

If so, this might be the job for you.

**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 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:**

You will work with an inter-disciplinary team and play a key role in financial administration of the Pacific Sub Regional Office. You will deliver quality financial services to internal & external clients mastering all relevant rules, guidelines, processes and procedures. You will provide support and guidance to the Sub Regional Office and UNFPA supported projects on financial and administration services.

**Qualification and Experience:**

Your Education

* Completion of Secondary School is required
* Bachelor’s Degree in Business or Public Administration or related field is preferable

Your Experience

* Minimum of 6 years relevant professional experience in finance and administration at the national or international level is required
* Previous experience in the UN is an advantage
* Recognized training and/or certification in basic financial principles is an asset.

Find out more and apply by clicking “Apply Now’’ at <http://bit.ly/2kQWFI3> where full details of the position is available.

**CLOSING DATE**: Friday 11th October (5pm Fiji Time)