



Title: Programme Associate, Spotlight Initiative (SB4)

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 will provide the lead responsibility for programme activities, research & networking and provide integrated programme & technical support within a systems strengthening approach fundamental to UNFPA's overall strategy. 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.

Qualification and Experience:

Your Education

- Completion of Secondary School is required
- Bachelor's Degree in Business Administration or related field is preferable

Your Experience

- Minimum of 7 years relevant professional experience in data support management systems and financial management in the private, public sector or in an international organization 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/2sQYRmz> where full details of the position is available.

CLOSING DATE: 31 December 2019 (5pm Suva Time)