

Operations & Travel Assistant

Job title:	Operations & Travel Assistant
Level:	SB3
Location:	Suva, Fiji
Full/Part time:	Full Time
Type:	Service Contract
Duration:	12 Months

The Position

The post of Operations and Travel Assistant is located in Suva, Fiji as part of the UNFPA Pacific Sub-Regional Office and reports directly to the Administrative/HR Associate. S/he provides effective administrative services support to the Pacific Sub Regional Office and works in close collaboration with the International Operations Manager and the Operations team to ensure timely support to the Country and Sub-Regional Offices on Financial and Administrative matters.

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 (2022-2025), 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 Operations & Travel Assistant will support the effective management of UNFPA programme activities in the areas of General Administration and travel management.

The Operations & Travel Assistant delivers quality services in travel management, operations, administration, and office supplies to internal and external clients mastering all relevant rules, guidelines, processes, and procedures. S/he takes a client-oriented results-focused approach to interpreting the rules, procedures, and guidelines, providing support and guidance to the CO and UNFPA-supported projects. S/he also provides clerical support services.

You would be responsible for:

- Undertake all logistical, administrative and travel arrangements required for the organization of workshops, meetings, missions, and other events organized by the Sub Regional Office.
- Assist in travel arrangements by preparing Travel authorization (TA, DSA calculation sheet, F10 Form) for UNFPA staff and UNFPA funded participants ensuring DSA's are processed prior to departure date and air tickets are paid to the travel agent on a timely manner.
- Welcome and answer inquiries from visitors and providing directions and accurate information to visitors. Manage the switchboard and reception.
- Assist in e filing of travel documents and other administrative documents.
- Assist with the arrangements of hospitality services during meeting and workshops.
- Maintain the UNFPA staff listing on a monthly basis.
- Act as a Green focal point back up and provide assistance to the focal point on the annual submission of the GHG reporting.
- Prepare meeting minutes for monthly operations meeting
- Assist the Procurement Associate in facilitating informal procurement requests and provide backstopping support
- Prepare PRC's for operational related services and submit to finance on a timely manner.
- Follow up on supplier invoices to ensure supplier accounts are up to date.
- Prepare requisition in quantum for operational and travel related requests and perform receiver role in quantum.
- Carry out any other duties as may be required by the supervisor or Senior Management Team.

Qualifications and Experience:

Completed Secondary Level Education is required. First level University Degree in, Business Administration, Public Administration or similar discipline is desirable.

Knowledge and Experience:

- Five (5) years of relevant experience in administration, travel, or office management.
- Previous experience in the UN is an advantage.
- Strong interpersonal and organizational skills.
- Computer literacy - Word, Excel, Power-point, etc.
- Good knowledge of Quantum / Peoplesoft or other ERP system.
- Good writing and communication skills.
- Ability to multi-task and identify and resolve operational problems.

Languages:

Fluency in English 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">• Result Oriented• Managing data• Managing documents, correspondence and reports• Managing information and workflow• Planning, organizing and multi-tasking• Managing financial processes• 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.