



Pacific Sub-Regional Office

Post Title: Admin Finance Associate, GS6

Fixed Term Appointment

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:

- Completion of Secondary School is required
- Bachelor's Degree in Business or Public Administration or related field is preferable
- Minimum of 6 years' relevant professional experience in finance and administration at the national or international level is required
- Recognized training and/or certification in basic financial principles is an asset.

Applications

UNFPA has established an electronic application management system called quantum. This allows applicants to create a candidate profile, which can be updated regularly and submitted for more than one vacancy. Download the Step-by-Step Guide to Applying in the Quantum System. Please print out the Guide for your reference during the registration and application process. Full job description of the position(s) and instructions on how to apply can be accessed on: <https://pacific.unfpa.org/en/vacancies>. Find out more and apply by clicking on https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_2003/job/12811 where full details of the position is available.

Additional Information:

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity, and a healthy work life balance. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status. UNFPA does not discriminate on the basis of disabilities and gender. UNFPA does not condone sexual exploitation and abuse.

Closing Date: Sunday, 20 August 2023 (Midnight Fiji Time)