



Title: Procurement and Admin 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 providing solutions to a wide spectrum of complex issues related to procurement, Human resources and administration. You will focus on timely procurement processes for projects with large procurement volume, facilitate a working environment conducive to achieving and maintaining high morale among staff to meet the goals of the work of UNFPA in the country. Under the overall guidance of the International Operations Manager and direct supervision of the Administrative Associate, you will provide support to office operations performing a variety of standard administrative processes ensuring high quality and accuracy of work.

Qualification and Experience:

Your Education

- Completion of Secondary School is required
- A first level university (Bachelors) degree in procurement, Public/Business Administration or any other relevant field is desirable.

Your Experience

- Minimum Six years of relevant professional experience in procurement, logistics, Human Resource management, operations management and administration;
- Previous experience in the UN is an advantage

Find out more and apply by clicking on <https://bit.ly/3ABgBA3> where full details of the position is available.

CLOSING DATE: Sunday, 12th September (Midnight New York Time)