



Pacific Sub-Regional Office

JOB ADVERTISEMENT

CLOSING DATE: Sunday 18th February 2024 [Midnight Fiji Time]

Background:

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 strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

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.

#	POST	DURATION	CONTRACT MODALITY
1	Procurement Assistant	11 months	Individual Consultant

Conditions & Remuneration:

UNFPA PSRO will contract the successful candidate under an individual contract and will be responsible for the payment of fees payable according to qualification and standard terms of payment and subject to satisfactory completion of assigned outputs. Payment will be made on completion of a monthly report.

Candidates must complete a United Nations Personal History (P.11) form, together with updated Curriculum Vitae and a Cover letter. Applications without completed P.11 form will not be considered. The P.11 form as well as a complete Terms of Reference can be downloaded from the office web site <https://pacific.unfpa.org/en> or a copy be obtained by sending an email to vacanciespsro@unfpa.org.

Completed applications can be emailed to vacanciespsro@unfpa.org before midnight on **Sunday 18th February 2024 [Midnight Fiji Time]**. **This consultancy is only open for Nationals of Fiji. Only shortlisted candidates will be contacted.**

Notice: UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. UNFPA is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence. UNFPA does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, abuse of authority and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks. Only shortlisted candidates will be contacted for the next phase of the selection process.