



Pacific Sub-Regional Office

CLOSING DATE: 06 February 2022

POST TITLE: Programme Associate (Finance)

DUTY STATION: Port Vila, Vanuatu

CONTRACT: Individual Contract

DURATION: 7 months

The National Programme consultancy is located in the Pacific Sub-Regional Office in Port Vila, Vanuatu and reports to the Sexual Reproductive Health Specialist, UNFPA. The consultant will be based in the UNFPA office as part of a multi-disciplinary team in achieving deliverables on the country work plan. S/he is part of the programme team and works closely with the Vanuatu and Fiji staff in the Sub-Regional Office.

Job Purpose

UNFPA seeks a national consultant as part of a multi-disciplinary team of staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results. The national consultant is expected to transform, inspire and deliver high impact and sustained results. The Programme Associate (Finance) contributes to the development and implementation of effective regional and country programmes in the region by providing administrative support to UNFPA's programmes. As appropriate and under the direction of the Programme Specialist and the International Operations Manager the Programme Associate (Finance) will also contribute to research, financial management and operational and procedural guidance. She/He provides administrative and financial support in implementation of program activities ensuring full compliance of program and financial processes with UN/UNFPA rules, regulations, policies and strategies; She/He provides logistical support to programme implementation; She/He provides organizational functions of the office in terms of providing effective communications support to the Sub Regional office; ensuring facilitation of knowledge building and management.

Qualifications

- Completed secondary level education is required with six (6) years of relevant experience in programme, administration, finance or office management.
- A Bachelor's degree in Public/Business Administration, Finance, Commerce, Accountancy/Chartered Accountancy and related field is desirable or other relevant fields will be an added advantage.

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 6th February 2022. Only nationals of Vanuatu will be considered for this position.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of disabilities, HIV/AIDS and gender. UNFPA does not condone sexual exploitation and abuse.