



Pacific Sub-Regional Office

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.

UNFPA is recruiting the following full-time positions to be based in the PSRO Suva office:

Position(s)	Grade	Contract Modality	Application Link
Programme Specialist	NOC	FTA	bit.ly/3M5mSwQ
Admin Finance Associate	G6	FTA	bit.ly/3M1nHGZ
Programme & Research Analyst, SRHR	SB4	SC	bit.ly/40s88fV
Monitoring & Evaluation Assistant	SB3	SC	bit.ly/3UcGrp7
Monitoring & Evaluation Database Assistant	SB3	SC	bit.ly/40H0w96
Operations and Travel Assistant	SB3	SC	bit.ly/3zm0dom
Shipping & Warehouse Assistant	SB3	SC	bit.ly/3zmLvqK
Admin Finance Assistant	SB3	SC	bit.ly/3G13A84
Office Driver & Clerk	SB2	SC	bit.ly/3nDrbVJ

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.

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>

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, 16th April 2023 (Midnight Fiji Time)