*UNFPA - because everyone count*

**United Nations Population Fund (UNFPA) is pleased to announce the following vacancy:**

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| **VACANCY NO:** | **VA-CO-2016-11-14** |
| **OPENING DATE:** | **02 Nov 2016** |
| **CLOSING DATE:** | **14 Nov 2016** |
| **POST TITLE** | **Programme/Finance Associate** |
| **NUMBER OF POSITION** | **1 (One)** |
| **CATEGORY** | **SB3-3 (Service Contract)** |
| **DUTY STATION** | **UNFPA Kabul, with travel to provinces** |
| **DURATION** | **For one year (renewable) with three months probationary period** |

## Organizational Context

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled. In 2002, UNFPA re-established its Country Office in Afghanistan and is currently implementing its 4th Country Programme Action Plan (4th CPAP) of 5-year cycle (2015 – 2019). Output five in the 4th CPAP focuses on strengthening capacity of health sector and law-enforcement bodies for prevention, response and monitoring of GBV and child marriage in Afghanistan. The Gender program is comprised of major components namely:

1. Health sector response to GBV
2. Police and legal sector response to GBV
3. Coordination, advocacy and policy including prevention of early and child marriage
4. GBV coordination at national and regional levels including capacity for GBV Information Management System and coordinated GBV prevention and response in humanitarian setting

Under the overall supervision of UNFPA Representative, Deputy Representative and direct supervision of the Gender Specialist, the Program/ Finance Associate will be responsible to deliver quality financial services to the Gender Unit mastering all relevant rules, processes and procedures. S/he takes a client-oriented-results-focused approach to interpreting the rules, procedures and guidelines, providing support and guidance to Gender program.

**Duties and Responsibilities**

- Assist the GBV program officer in coordinating the GBV technical network;
- Assist in the preparation, implementation and monitoring process of the GBV component of country programme;
- Ensure proper management of the office filing and archiving system;
- Apply UNFPA rules, regulations and procedures:
- Support the monitoring of financial performance for core and non-core resources by timely providing necessary financial information and analysis, including implementation rate against indicators/ results. Detects potential over/ under expenditure problems and proposes remedial action for the projects;
- Assist the GBV programme team, day to programme matters; Provide support on all administrative matters concerning the Gender Unit including travel plans, travel authorization, monitoring of budgets, hiring of consultants, projects assets liaising with appropriate focal persons in the Courtly Office and Implementing Partners (IPs);
- Assist in the preparation and monitoring process of the AWP; Verify the requests for advance of funds from the Implementing Partners for their compliance with the approved Annual Work Plans (AWPs) and budgets;
- Assist in verification of financial reports (FACE) submitted by the Implementing Partners for their accuracy and compliance with the approved AWPs and budgets; negotiate all necessary corrective steps with the IPs.
- Prepare quarter and annual FACE reconciliation reports ensuring the correctness of data;
- Work closely with UNFPA finance unit to conduct quarterly spot check for the IPs, generate reports and conduct proper follow-ups to make sure all observations are properly addressed by the IPs.
- Ensure financial reconciliation in close collaboration with UNFPA Operations and participate in related meetings;
- Maintain an effective financial recording and reporting system, internal control and audit follow-up, and processes financial transactions in an accurate and timely way;
- Execute other tasks as assigned by the supervisors or the Representative;

**Functional Competencies**

- Managing documents, correspondence and reports
- Managing information and workflow
- Planning, organizing and multi-tasking
- Managing financial processes
- Managing data
- Innovation and marketing of new approaches
- Job knowledge/technical expertise

## Corporate Competencies:

- Commitment to UNFPA values/guiding principles;
- Performance management;
- Developing people/fostering innovation and empowerment;
- Working in teams;
- Communication information and ideas/knowledge sharing;
- Self-management/emotional intelligence and conflict management/negotiating and resolving disagreements; and
- Analytical and strategic thinking/results orientation/commitment to Excellence.

## Job Requirements:

**Education:**

- University Degree in Business Administration, finance, economics and/ or management.

**Knowledge and Experience:**

- At least five years of relevant experience in finance and administration;
- Proficiency in current office software applications and corporate IT financial system (most preferably in ATLAS system).
- Experience with UN agencies or bi lateral or multilateral partners will be an asset;

**Language:**

- Fluent in English with excellent writing, analysis and communication skills, knowledge of Dari and Pashto.

**Other Desirable Skills:**

- Knowledge of protocol, good judgment and initiative;
- Familiarity with UN development/ humanitarian program and working methods, particularly with UNFPA policies, financial and programming procedures is an asset.

## Submission Guidelines:

Interested **Afghan Nationals** may send the completed United Nations Personal History form (P-11) by e-mail along with an application letter to the e-mail address: recruitment.afg@unfpa.org

UNFPA and reserve the right to appoint at the indicated or lower level and prior to the closing date. We will only be able to respond to those applicants in whom UNFPA has a further interest.

**Qualified women are particularly encouraged to apply.**