



## **FAST-TRACK: Executive Assistant on Compliance, UNFPA Afghanistan**

<b>Job title:</b>	<b>Executive Assistant on Compliance</b>
<b>Level:</b>	<b>SB3</b>
<b>Position Number:</b>	<b>00149588</b>
<b>No of positions:</b>	<b>01</b>
<b>Location:</b>	<b>Kabul, Afghanistan</b>
<b>Full/Part time:</b>	<b>Full time</b>
<b>Contract Modality:</b>	<b>Service Contract</b>
<b>Rotational/Non Rotational:</b>	<b>Non-rotational</b>
<b>Duration:</b>	<b>One year (renewable) subject to availability of funding</b>
<b>Closing date:</b>	<b>23 Dec 2022</b>

### **The Position**

Under the overall guidance of the UNFPA Representative and direct supervision of the Deputy Representative and International Operations Manager (IOM) the Executive Assistant on Compliance issues will be supporting the front office of UNFPA and supporting all compliance functions in the office. The incumbent will work in close collaboration with Operations and Programme teams ensuring operational compliance of UNFPA interventions.

### **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'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.

### **Job Purpose:**

Executive Assistant on Compliance provides senior level communications, administrative and secretarial support, maintaining full confidentiality in all aspects of assignment, maintenance of protocol procedures, information flow and follow-up on deadlines and commitments made.

The Executive Assistant on Compliance works in close collaboration with Front Office, Programme and Operations teams, UN Agencies to ensure efficient flow of information, actions, instruction on all compliance related issues. The incumbent supports the country office to address the higher risk level related to financial transactions, compliance to the sanctions regime and increased complexity of procurement ensuring operational compliance to the policies, rules and regulations.

### **You would be responsible for:**

- Ensure that IPs are aware of UNFPA and donor requirements and restrictions on use of funds, including through development of guidance and conducting trainings.
- Assist in quality assurance of IP work plan budgets, requests for sub-contracting, procurement plans and financial reporting to ensure that no funds are channeled to organizations on the UN sanctions list.
- Support regular review of UNFPA's interventions to update the risk assessment and mitigation measures related to financial transactions and procurement.
- Lead the exercise of vendor validation against sanctions list and on cash disbursement by the UN implementing partners.
- Support the office in providing guidance to IPs for cash disbursements to suppliers, personnel and individuals participating in programme activities and identify control actions to mitigate potential risks related to the process.
- Screening of all incoming communications, filter outgoing correspondence for supervisor's signature, clearance and further action by other staff; wherever possible;
- Facilitation of information sharing with the different office teams on all issues related to compliance ;
- Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to the Deputy Representative;



- Contribute to the delivery of the country programme, and ensuring overall operations are carried out effectively, in a transparent manner and in compliance with established policies, procedures and rules;
- Alert CO management and project staff and personnel on deviations from established rules and regulations and propose remedial measures or solutions to meet office and programme objectives;
- Provide guidance to the UNFPA Country Office on necessary requirements to ensure compliance with UN Security Council sanctions;
- Establish a tracking system to ensure that all payments by UNFPA and Implementing Partners comply with requirements of the UN Security Council sanctions as well as specific donor requirements;
- Oversee the arrangements for cash payments for national staff, consultants, critical suppliers, IPs and programme beneficiaries under the ongoing cash flow crises in the country, ensuring the integrity of financial systems and consistent application of rules and regulations, assessing risks and adjusting the response plan under the fluid operating environment;
- Contribute to procurement processes and ensure best value for money, timely provision of goods and services and compliance with UN sanctions for effective delivery of the country programme;
- Regularly review UNFPA's interventions to update the risk assessment and mitigation measures related to financial transactions and procurement.
- Perform any other duties as required by the Deputy Representative/ International Operations Manager.

## **Qualifications and Experience**

### **Education:**

First university degree in Business Administration, Accounting, Finance, Law or related field; High School certificate with 5 years experience may be considered in lieu of the first university degree.

### **Knowledge and Experience:**

- At least 3 (5 years with High School certificate) of increasingly responsible professional experience in operations, including in finance and procurement, knowledge of the UN rules and regulations, especially financial and procurement rules and regulations.
- Strong writing and oral communication skills;
- Excellent interpersonal and negotiation skills;
- Initiative; strong conceptual abilities; sound judgment; strong interest in development work, especially the mission of UNFPA; and dedication to the principles of the United Nations.



- Proficiency in current office software applications and corporate IT systems

**Language requirements:**

- Fluency in English is required. Dari and Pashto are necessary as the working languages in Afghanistan.

**Required Competencies**

<p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• Exemplifying integrity,</li> <li>• Demonstrating commitment to UNFPA and the UN system,</li> <li>• Embracing cultural diversity,</li> <li>• Embracing change</li> </ul>	<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>• Achieving results,</li> <li>• Being accountable,</li> <li>• Developing and applying professional expertise/business acumen,</li> <li>• Thinking analytically and strategically,</li> <li>• Working in teams/managing ourselves and our relationships,</li> <li>• Communicating for impact</li> </ul>
<p><b>Functional Competencies:</b></p> <p>Logistical support          Managing data          Managing documents, correspondence and reports          Managing information and workflow          Planning, organizing and multi-tasking          Managing the organization’s financial resources          Ensuring facilities and assets management</p>	

**Compensation and Benefits**

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

**Disclaimer**

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In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.

