



UNFPA - because everyone count

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

VACANCY NO:	VA-CO-2016-07-11
OPENING DATE:	13 July 2016
CLOSING DATE:	26 July 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 with three months probationary period

The Population and Development Strategies (PDS) programme as one of the components in the Third Country Programme Document (CPD4 – 2015 to 2019) of the United Nations Population Fund (UNFPA), Afghanistan was designed to respond to the opportunities and challenges facing the Afghan population with regard to socio-economic development. The programme is comprised of major projects namely:

- a) Socio-Demographic and Economic Survey (SDES) with the Central Statistics Organization (CSO);
- b) Training Research and Information facility on Population and Development (TRIPOD) with Kabul University (KU);
- c) Youth project with Deputy Ministry of Youth Affairs (DMoYA);
- d) Population and Development with the National Committee of Population and Development of the Wolesi Jirga/lower house of the National Assembly.

UNFPA and CSO are jointly implementing the SDES. It being implemented on staggered basis in the different provinces until 2019.

To attend to the financial monitoring of the project and to assist the Census Technical Specialist on the technical matters of the survey, the services of a Programme/Financial Associate is needed.

Duties and Responsibilities

Under the over-all guidance of UNFPA Deputy Representative and direct supervision of Census Technical Specialist (CTS) and in close collaboration with other staff and consultants working on SDES, the incumbent of the post will be responsible for the following:

- Work very closely with the CTS/Project Manager/Programme Officer on the preparation and monitoring of activities in the Annual Work Plan;
- Extraction of required program/financial information from project agreement and set up of necessary accounts in line with existing financial policies and procedures;
- Information gathering for budget preparation;
- Preparation and processing of project budget revisions;
- Maintenance of budget databases by verifying and entering approved budgets;
- Provides inputs in the preparation of progress reports and other inquiries of the donors;
- Prepares the procurement plan in consultation with the Project Manager/Programme Officer;
- Support CTS in monitoring the progress of the survey and travel to provinces, if needed;
- Support CTS in the evaluation of SDES data;
- Provide support to finance team of SDES in processing payment claims;
- Maintains close contact and relation with the counterpart and Implementing Partners IPs on all programmatic activities and provide backstop support;
- Actively contributes to the capacity building of the counterpart;
- Perform other duties as required prior by the supervisor.

Functional Competencies

- Budgeting knowledge;
- Innovation and marketing of new approaches;
- Job knowledge/technical expertise;
- Organizational leadership and direction;
- Leveraging the resources of national governments and partners/building strategic alliances and partnerships; and
- Results-based programme development and management.

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: Bachelor's Degree in Economics, Business Administration, Accounting, Statistics, or Demography.

Experience: At least two years of experience on large scale data collection process;
At least five years of experience on finance.
Experience with UN or international organization will be an asset;

Language: Fluency in written and spoken English, Dari and Pashto.

Other Skills: High level of proficiency in Microsoft Office (MS Word, Excel, and MS Power Point) is required;
Knowledge of protocol, good judgment and initiative;
Must be able to remain focused under pressure, with a commitment to working hard and long hours; and
Should have keen eye for details, looking for perfection in all technical matters.

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.**