



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

VACANCY NO: VA-CO-2020-05-01
OPENING DATE: 14 May 2020
CLOSING DATE: 28 May 2020
POST TITLE: Programme Assistant
NUMBER OF POSITION: 1 (ONE)
CATEGORY: Service Contract (SB3)
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. The Reproductive Health (RH) component of UNFPA Country Programme in Afghanistan focuses on strengthening institutional capacity to deliver a coordinated supply of modern contraceptives, improve quality of family planning services, and to deliver comprehensive maternal health services to underserved population in Afghanistan.

Under the overall supervision of UNFPA Representative, Deputy Representative and direct supervision of the RH Program and Policy Specialist, the Programme Assistant will be responsible to deliver quality support in administrative, finance, and logistic services for the RH team, mastering all relevant rules, processes and procedures. S/he takes a client-oriented and results-focused approach to interpret rules, procedures and guidelines, providing support and guidance to RH program in collaboration with Operation section of UNFPA country office in Afghanistan.

Duties and Responsibilities

Programme Support:

- Assists in the coordination of programme /project planning and preparation of annual work plans;
- Compiles, summarizes, and presents basic information/data on specific program or project related issues
- Facilitates preparation for project/programme review meetings, draft minutes of meetings and provides any other necessary logistical support

- Assists in preparation of budget revisions based on approved work plans and justifications, monitors project budgetary commitments, and generates required financial reports
- Ensures quality and completeness of filing of contractual and finance documents
- Provides assistance in the financial reports (FACE) submitted by the Implementing Partners for their accuracy and compliance with the approved work plans and budgets; negotiate all necessary corrective steps with the IPs in collaboration with Programme/Finance Associate
- Participates in Spot-Check activities of Implementing Partners
- Undertakes field monitoring visits to project sites, when required, and verifies project assets
- Acts as a requester in ATLAS System
- Ensures that all official documents are prepared and kept in soft and hard files for easy retrieval and archiving
- Receives visitors (arranges building access), places and screen telephone calls and answers with discretion, respond to routine requests for information.
- Drafts routine project related correspondences; translates and drafts letters, memos and other documents as well as provides oral translation as needed
- Takes over the responsibilities of Program/Finance Associate in his/her absence
- Undertakes other tasks as may be assigned by his/her supervisor or the Representative

Administrative and Logistic support:

- Provides support on all administrative and logistics matters concerning RH Unit, including travel plans, travel authorizations, monitoring of budgets, hiring consultants, managing projects assets, liaising with appropriate focal persons in the Country Office and Implementing Partners (IPs) for collection and maintaining records of necessary documents;
- Participates in planning and provides overall support in Programme Supplies management of the country office
- Performs as Logistics Focal Point for supply chain activities of RH programme unit, including coordination of receipt and inspection of incoming shipments, preparing delivery slips and coordinating of delivery with implementing partners, reconciling implementing partner's inventory reports, provide support in Last Mile Assurance activities of RH unit
- Liaises with relevant government departments and other state entities to obtain relevant clearances, permission and handles customs clearances for shipments etc.

- Provides assistance in ensuring logistics for UNFPA organized office activities
- Initiates procurement procedures for office and project equipment, supplies and services in a transparent and cost-effective manners; recommends procurement decisions.
- Provides assistance to RH Programme Specialist, Programme Analyst, and Programme/Finance Associate on procurement and relevant administrative tasks related to the Reproductive Health component of the country programme

Functional Competencies:

- Logistical Support
- Managing data, documents, correspondence and reports
- Managing information and workflow
- Planning, Organizing and multi-tasking
- Job knowledge/technical expertise
- Budgeting knowledge

Corporate Competencies:

- Commitment to UNFPA Values/Guiding Principles;
- Performance management;
- Team Work/Communication/Self-Management
- Strategic Thinking/Results Orientation and Commitment to Excellence/Decision making;
- Communication information and ideas/knowledge sharing;
- Self-management/emotional intelligence and conflict management/negotiating and resolving disagreements; and
- Commitment to Excellence.

Job Requirements

Education:

- Completed undergraduate level of education with specialized certification in administration, logistics, or finance. University Degree at Bachelors level in business, economics, public health, population, demography, and/or public administration is preferable

Experience:

- 5 years' experience in programme support with administrative, logistics, and/or financial responsibilities is required
- Previous experience in the UN is an asset at the national or international level.
- Experience in the usage of office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, and good knowledge of Atlas/PeopleSoft;
- Experience with UN agencies or bilateral or multilateral partners will be an asset;

Languages:

- Fluency in oral and written English and/ Dari and/ Pashto is a must

Other requirements:

- Strong interpersonal and organizational skills;
- The Position might entail travel to provinces and districts to monitor project implementation partners in the field.
- 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 cover 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.