



## Programme & Admin Assistant

<b>Job title:</b>	Programme & Admin Assistant
<b>Level:</b>	GS-5
<b>Position Number:</b>	106944
<b>Location:</b>	Harare, Zimbabwe
<b>Full/Part time:</b>	Full-Time
<b>Fixed term/Temporary:</b>	Fixed Term
<b>Rotational/Non Rotational:</b>	Non-Rotational
<b>Duration:</b>	One year (renewable*)

### The Position:

The Programme & Admin Assistant position is located in the Country Office of UNFPA in Harare and reports to Programme Associate in the Programme Support Unit.

The Programme & Admin Assistant is part of the Programme Support unit, which provides integrated programme and technical support within a systems strengthening approach fundamental to UNFPA's overall strategy. The Programme & Admin Assistant is responsible for supporting the activities of the assigned programmatic units including, among other things, programme design and implementation, research, and data analysis. S/he works closely with the Programme Analyst of designated programme units and assists with programme implementation.

The position reports directly to a designated Programme Associate and is responsible for supporting a team of programme and operations staff.

### 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 new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

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:

The Programme & Admin Assistant is responsible for providing programme, administrative and financial support to the technical teams, including data and research assistance to support the overall work of the programmes team in the CO.

He/she delivers quality services to internal and external clients in Programmes support, Travel, Protocol and Logistics (TPL) and supports the General Administration and Operations in compliance with all relevant rules, guidelines, processes and procedures. S/he takes a client-oriented results-focused approach to applying the rules, procedures and guidelines in providing support to the CO and UNFPA-supported projects. The Programme & Admin Assistant also works in close collaboration with other Administrative and Finance Associates to ensure effective support to the CO.



## **Responsibilities:**

The Programme & Admin Assistant will be responsible for:

### **A. Supporting Projects and Programmes in the CO**

- Maintain and update partner and project files; including project progress reports, work plans and budgets in compliance with guidelines for the Project and programme documents.
- Assemble briefing materials and prepare power-point and other presentations for the Teams
- Prepare draft responses to inquiries received by programme teams for action by supervising clerk(s).
- Organize, compile and process information from donors, regional offices, and the country office as inputs to various databases and documents.
- Assist the teams in providing support and advice to the CO on operational and programme matters.

### **B. Research and Knowledge Management Sharing Support**

- Perform research assistance duties including bibliographic and database searches; summarize information and draft contributions to CO reports, papers, technical notes, and publications.
- Identify sources, and gather and compile data and information for the preparation of the documents, guidelines, speeches and position papers.
- Assist in the archiving, filing, and maintenance of up-to-date electronic mailing lists on SRH programme matters.
- Contribute to the uploading and maintenance of selected information to the UNFPA intranet and related platforms.
- Record and distribute minutes in a timely manner and assist the meeting coordinator by following up on agreed actions and implementation of tasks where appropriate.

### **C. Programme Operational Support**

- Undertake administrative arrangements required for the organization of workshops, inter-agency meetings, panel discussions, roundtables, missions, and other events organized by the teams; including organizing team meetings, preparing minutes, coordinating conference room bookings and ensuring room preparedness for meetings.
- Review incoming correspondence, collect and prepare necessary information for reply/action, and draft and finalize response.
- Support procurement activities in regard with the events for the teams, ensuring compliance with UNFPA procurement procedures.
- Raise requisitions with input from designated clients (buyer profile).
- Produce monthly reports on the financial status of related programmes or projects.
- Correctly apply UNFPA rules, regulations and procedures in all activities.

### **D. Supporting the Administrative & Logistics Management Functions in the CO**

- Adapt and implement Administrative protocols and effective application of UNFPA policies and procedures on logistics management.
- Assist with management of office stationery supplies including maintenance of stock list of stationery, distribution of stationery as required by staff and keeping a log of distribution.
- Maintenance of records on assets management, preparation of reports.
- Assistance with maintenance of files and records relevant to office maintenance
- Assistance with and support to maintenance of common premises and common services
- Prepare Requests For Quotations for related admin and travel requirements of the UNFPA business, evaluate the submissions including negotiations with service providers as appropriate;
- Assists in the identification, systematization and reporting of good/promising practices and lessons learnt on Administrative management issues.
- Support the operations team in achieving the Country Programme related outcomes



## **E. General Support**

- Stand-in for other Programme team members on selected functions as may be required.
- Carry out any other duties as may be required by UNFPA leadership.

## **Qualifications and Experience:**

### **Education:**

- Completed Secondary Level Education required
- First level university degree in business/public administration, project/programme management, finance, economics or relevant social science discipline desirable.

### **Knowledge and Experience:**

- Five years of relevant experience in project/programme support in private, national and/or international organizations including some experience in research assistance.
- Previous experience in the UN system is an advantage;
- Strong interpersonal and organizational skills;
- Computer literacy - Word, Excel, Power-point, etc.;
- Good knowledge of ERP systems;
- Good writing and communication skills.
- Demonstrated ability to work in a team environment

### **Languages:**

Fluency in oral and written English. Working knowledge of another UN Official Language, an asset.

## **Required Competencies:**

### **Values:**

- Exemplifying integrity.
- Demonstrating commitment to UNFPA and the UN system.
- Embracing cultural diversity.
- Embracing change.

### **Core Competencies:**

- Achieve results
- Being accountable
- Developing and applying professional expertise/ business acumen
- Thinking analytically and strategically
- Working in teams/ managing ourselves and our relationships
- Communicating for impact.

### **Functional Skill Set:**

- Logistical support
- Projects Management
- Managing data
- Managing documents, correspondence and reports
- Managing information and workflow
- Planning, organizing and multi-tasking
- Managing financial processes



- Job knowledge / technical expertise
- Proficiency in current office software applications; good basic knowledge of Project Management dashboard and software.

### **Compensation and Benefits:**

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

### **DISCLAIMER:**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>