

Job Info

Organization United Nations Population Fund	Bureau
Locations Gaza, Palestine, State of	Independent office
Work Locations DS - Gaza, Palestine, State of	Contract Duration 1 Year with Possibility for extension
Posting Date 08/11/2024	Education & Work Experience High School certificate- 7 year(s) experience
Apply Before 22/11/2024 16.59	Other Criteria
Posting Visibility Internal and External	Required Languages Arabic, English
Full or Part Time Full time	Desired Languages
Grade G7	Vacancy Timeline 2 Weeks
Vacancy Type Fixed Term	Mobility required/no mobility
Practice Area	Job Category Humanitarian & Emergency Response

Job description

Field Operations Associate – Gaza Strip

Apply before 22 November 2024

Fixed Term Contract – G7

Duration: on year with possibility for extension

Job Description

The Position:

The Field Operations Associate is located in UNFPA Gaza sub-office, and reports to the Head of Gaza Office and works in close collaboration with the Operations Manager based in Jerusalem.

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:

The Field Operations Associate supports in undertaking operational functions including administration, finance, procurement, human resources, assets and logistics; to internal and external clients mastering all relevant rules, guidelines, processes and procedures. S/he takes a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing support and guidance to the CO team based in Gaza and UNFPA-supported projects.

You would be responsible for:

- Adapts processes and procedures, anticipates and manages operational requirements of Programme/ project inputs under national execution in terms of personnel, sub-contracts, equipment, fellowships, study tours, and other Programme and project-related events to facilitate Programme/ project delivery.
- Implements corporate systems and applications in support of finance and country office operations, creates systems and mechanisms for effective management of UNFPA resources, and advises and trains project staff.
- Provides guidance to functional units on financial accountability within Programme responsibilities and on the effective use of Programme resources.
- Provide support and coaching to IPs for the preparation and timely submission of Fund Authorization and Certificate of Expenditures (FACE).
- Participate in monitoring and spot checks of the IPs expenditures to ensure the compliance with approved budgets and the reliability of the supporting documentation;
- In close coordination with the HACT focal Person, contributes to the follow-up of the IP’s compliance with audits and evaluation recommendations;
- Provides information needed to respond to audit observations/findings.
- Maintains a central filing system; ensuring consistent use and appropriate archiving of official administrative documents.
- Participates in the identification and formulation of the project work plans with emergency technical team and various partners, revise work plans and prepare tables and statistical data.

- Contributes to the creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches of the Country Office and drafting relevant materials for dissemination.
- Provides logistical support to projects by coordinating review meetings and other project related workshops and events. To provide logistical, administrative assistance with regards to the planning and implementation of programme office events, meeting and workshops and perform other tasks as required.
- Contribute to verification, certification, reconciliations and year-end processes as required,
- Review, check and reconcile bills, invoice and receipts from vendors in a timely manner and before submission to the Finance Unit for processing.
- Provide support in cost recovery of transportation, private vehicle usage, telephone and mobiles.
- Acts as custodian for office stationery supplies including maintenance of stock list of stationery, distribution of stationery as required by staff and keeping a log of distribution.
- Assists in maintaining assets, issuance of assets to staff
- Handles all travel related arrangements, including travel authorization, processing relevant payments hotel booking at destination, arranging transportation, settling F-10 claims and other related tasks (act as Travel Arranger in Quantum).
- Provide support in preparing Low Value Purchase Orders - LVPOs and Notes for the File - NFFs.
- Provide support and follow up with regards to the fleet management records. daily log, gas consumption and maintenance documents.
- Provide support in checking and maintaining attendance records, leave reports; and answering queries related to leave entitlements and accruals.
- Provide support in submitting requests for UN IDs and UN driving License.
- Perform any other duty as required.

Qualifications and Experience:

High school diploma required, with a minimum of 7 years of relevant experience in administration, finance or office management.

Knowledge and Experience:

- Excellent computer skills and good understanding of office software packages (MS WORD, EXCEL, etc.).
- Experience in organizing events, trainings, and campaigns.
- Experience working in an office environment and in diverse/international teams.
- Good writing and communication skills.
- Experience in UN/International related environment is an advantage.

Languages:

Excellent knowledge of written and spoken English and Arabic is required.

Required Competencies:**Values:**

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

Core Competencies:

- Achieving 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 Competencies:

- Providing logistical support
- Managing data
- Managing documents, correspondence and reports
- Managing information and work flow
- Planning, organizing and multitasking

Compensation and Benefits:

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

UNFPA Work Environment:

UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from the LGBTQIA+ community, minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation and selection for all regardless of personal characteristics and dimensions of diversity. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce - click [here](#) to learn more.

Disclaimer:

Selection and appointment may be subject to background and reference checks, medical clearance, visa issuance and other administrative requirements.

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process and does not concern itself with information on applicants' bank accounts.

Applicants for positions in the international Professional and higher categories, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.