



UNITED NATIONS POPULATION FUND

Closing Date: 7 July 2020 (Jerusalem time)
Post Title: Programme Assistant
Category: Service Contract SB – 3/1
Post Number: UNFPA-SC-2020-002
Duty Station: East Jerusalem
Duration: 1 year with possibility of extension

VACANCY ANNOUNCEMENT

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.

The Programme Assistant will contribute to the attainment of UNFPA 6th programme cycle (2018 – 2022) that is currently implemented in Palestine, and aims to improve the health and well-being of women and young people within a complex and multi-dimensional environment. The programme targets the most vulnerable while investing resources to reduce vulnerabilities, strengthen communities and institutional and system resilience in the medium to long term. He/she will be directly engaged in the project funded by Canada that aims to prevent and respond to Gender-Based Violence and provide life-saving SRH services in the West Bank and Gaza Strip. The Programme Assistant will maintain operational relationships with various stakeholders, such as the Palestinian Authority, academic institutions, NGOs and INGOs, and other UN agencies.

The Programme Assistant will apply established systems and procedures and assist in the creation of substantive knowledge by compiling, synthesizing and analyzing information relevant to the project mentioned above. He/she will play a vital role in providing programmatic, administrative and financial support to the programme and operations teams in the UNFPA Palestine Country Office; as well as to national counterparts. H/She will provide quality support to ensure accurate and reliable programme, administrative and financial data and information are available and reported in a timely manner with required quality checks, in line with UNFPA's guidelines and procedures.

H/she will report directly to the Assistant Representative.

Duties and responsibilities:

Programme implementation support

Undertake logistical, administrative and financial required for the organization of technical workshops, inter-agency meetings, panel discussions, roundtables, missions, and other events organized by the programme and technical team;

Providing logistical support to projects by coordinating project related meetings workshops, travel and events

Assist the programme team in coordinating UNFPA's technical coordination groups;

Support the coordination with Gaza field office through the provision of administrative and logistical support;

Review incoming correspondences, collect and prepare necessary information for reply/action, and draft and finalize response;

Assist in coordinating programme staff field visit and external meetings.

Consolidate programme procurement requirements, ensuring activities are reflected in the WPs

Ensure compliance with the Last mile assurance requirements for inventors in line with policy and that the IPs are aware of the requirements

Coordinate with the IPs on programme assurance activities to include micro assessment, spot checks and audit

Follow up with IPs on the provision of goods and services

Programme information management

Contribute to maintaining the office filing system and assist in archiving;

Maintain and update country, partners and project files, including project progress reports, work plans and budgets in compliance with UNFPA's guidelines;

Manage the minutes and action points from Programme Team meetings;

Assist in preparing power-point and other presentations for the program teams.

Programme administrative support

Ensure work plans and progress reports are in line and compliant with GPS rules, and follow up with program staff to take the necessary corrections and adjustments;

Assist program staff in implementing their procurement plans; in coordination with operations team;

Follow up with programme fund travelers on submission of F10 claim and vendor forms

Follow up on implementation of GPS quality assurance requirements

Apply UNFPA's rules, regulations and procedures.

Other tasks may be added or adjusted, as assigned by the Supervisor.

The Programme Assistant maintains collaborative relationships with all programme and operations teams and other UNFPA staff based in Jerusalem and Gaza.

Job Requirements:

Languages:

Fluency in English and Arabic are required.

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
- Knowledge sharing

Functional Skill Set:

- Advocacy/ Advancing a Policy-oriented agenda
- Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
- Delivering results-oriented programmes
- Internal and external communication and advocacy for results mobilization

Required experience:

- Completion of Secondary Degree, preferable first level university degree in Business, Finance, Economics or Public Administration.
- 3 years of relevant experience in programme/project management support.
- Previous experience with the UN is an asset;
- Strong interpersonal and organizational skills;

- Computer literacy - Word, Excel, Power-point, etc.;
- Good writing and communication skills.
- Demonstrated ability to work within a team.

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.

Notice: There is no application, processing or other fee at any stage of the application process.

UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

Candidates are asked to submit a cover letter, recent CV and complete The UN Personal History Form / P11 form to **palestine.hr@unfpa.org** by closing date and time for applications **Tuesday, 7 July 2020** (Jerusalem time). Only those short-listed for the position will be contacted.