



Preview

FIXED TERM_NATIONAL POST: Administrative and Fi...

Preview

Internal - Desktop

Language

English (Default)

Job Info

Organization

United Nations Population Fund

Locations

Yangon, Myanmar

Work Locations

UNFPA Myanmar

Posting Date

16/02/2024

Apply Before

01/03/2024 05.30

Posting Visibility

Internal and External

Full or Part Time

Full time

Grade

G7

Vacancy Type

Fixed Term

Practice Area

Bureau

Independent office

Contract Duration

1 Year

Education & Work Experience

High School certificate

Other Criteria

Completed Secondary Level Education required. First level univer...



Required Languages

English

Desired Languages

Vacancy Timeline

2 Weeks

Mobility required/no mobility

Job Category

Administration/Operations/Support

Job Details

Job Description

The Position:

The Administrative and Finance Associate delivers quality services in administration and finance to internal and external clients. You will report to the Operations Analyst, and work in close collaboration with the 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 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 Administrative and Finance Associate delivers quality services in administration and support Programme financial aspects to internal and external clients applying relevant rules, guidelines, processes and procedures. The incumbent takes a client-oriented and results-focused approach to interpreting the rules, procedures and guidelines, providing support and guidance to the CO and UNFPA-supported projects.

You would be responsible for:

- Contribute to the management of the operational aspects of programme/project inputs, sub-contracts, equipment, fellowships and other programme and project-related events to facilitate programme/ project delivery.
- Contribute to the preparation and monitoring of the administrative budget, ensuring financial transactions are in accordance with UNFPA financial rules. Proposing procedures to improve internal controls and efficiency in responding to audit issues.
- Implementing corporate systems and applications in support of finance and administrative tasks management and CO operations; creating procedures for effective management of UNFPA resources; and advising and training project staff.

- Review and monitor charges for common services and cost recovery, taking into account maximum cost efficiency and representing UNFPA's interests in related negotiations and agreements.
- Support the Office Security Focal Point and ensure that the Country Office is in compliance with the Minimum Operating Security Standards (MOSS) and Residential Security Measures.
- Supervise the day-to-day work of drivers and clerical staff.
- Ensures daily vehicle management in line with the policy and guidelines, and regularly monitors and reconciles CO and FO vehicle log books with Programme Assistants to track mileage, fuel consumption, and overtime for accurate vehicle usage and overtime payments.
- Contribute to verification, certification, reconciliations and year-end processes as required
- Raising purchase requisitions in Quantum for operational staff travel expenses and acquisition/maintenance of operational goods and services by ensuring that requisitions are raised before delivery and object codes are accurate
- Initiate payment workflow through AODocs for all operational payment requests
- Coordinate with Administrative Assistant and Programme Assistants in field offices to process operational payment requests in a timely manner
- Monitor the recurrent operational expenses (rent, fuel, internet, guarding, cleaning etc.) across all offices to ensure timely bill settlement.
- Assist in reviewing expenditure reports and documents submitted by CSO grantees, identifying significant findings and issues to support the preparation of required assurance activities.
- Maintain proper control of supporting documents for administrative expenditures, activities, and audit purposes.
- Any other duties may be assigned by the Supervisor as required.

Qualifications and Experience:

Education:

Completed Secondary Level Education required. First level university degree is desirable.

Knowledge and Experience:

- Seven years of relevant experience in administration, finance or office management.
- Proficiency in current office software applications and corporate IT systems.

Languages:

Fluency in oral and written English and Myanmar is essential with ability to write clearly and concisely and to compose correspondence and documents in both languages

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 workflow
- Planning, organising and multitasking
- Supporting financial data analysis

Managerial Competencies:

- Engaging in internal/external partners and stakeholders,

- Leading, developing and empowering people, creating a culture of performance
- Making decisions and exercising judgment

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.

How to apply:

To apply for the post, please access the following link. This link is for external applicants.

https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_2003/job/16395