



Programme Associate

Job Title:	Programme Associate
Level:	GS-6
Position Number:	216755
Location:	Kathmandu, Nepal
Full/Part-time:	Full-Time
Fixed Term/Temporary:	Fixed Term
Rotational/Non-Rotational:	Non-rotational
Duration:	One year (renewable subject to funds)

The Position:

The Programme Associate contributes to the implementation of UNFPA's 9th Country Programme (2023-2027) by providing programme, administrative and logistics support services, including document management to support programme planning, implementation, and monitoring activities for UNFPA's projects in Nepal. S/he is instrumental in facilitating programme/project implementation using and developing appropriate mechanisms and systems and ensuring compliance with established procedures.

The Programme Associate is based in the UNFPA CO and will work under the overall supervision of the Harmful Practices Specialist. S/he will also work in coordination with the Programme staff in the provincial office, the CO programme and operations units.

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.

UNFPA plays a crucial role in the prevention and response to Gender-Based Violence (GBV) in Nepal. The Country Office oversees a portfolio of GBV programs, emphasizing both multisectoral essential services and prevention efforts. Notably, the office manages the flagship GBV Prevention and Response (GBVPR) project, jointly funded by the Governments of Norway and Switzerland. Positive outcomes from the initial phase of the project, as highlighted in evaluations and reviews, indicate the potential for consolidation and expansion of the GBV portfolio through an extension project phase. This position is designed to support the country office in effectively managing the extension phase of the GBVPR project and further strengthening UNFPA Nepal's programmatic influence and thought leadership in this critical area.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results, who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.



Job Purpose:

UNFPA plays a crucial role in the prevention and response to Gender-Based Violence (GBV) in Nepal. The Country Office oversees a portfolio of GBV programs, emphasizing both multisectoral essential services and prevention efforts. Notably, the office manages the flagship GBV Prevention and Response (GBVPR) project, jointly funded by the Governments of Norway and Switzerland. The Two years extension phase starting from July 2024 has been agreed by the donors. This position is designed to support the country office in effectively managing the extension phase of the GBVPR project and further strengthening UNFPA Nepal's programmatic influence and thought leadership in this critical area.

The Programme Associate will be located at the UNFPA office in Kathmandu and will work under the day-to-day supervision of the Harmful Practices Specialist in Kathmandu. S/he will also work closely with the respective Provincial Programme Analyst, GBV (Koshi Province); Head of Provincial Office, Programme Assistant, Programme and Finance Assistant (Sudurpaschim Province).

S/he provides programmatic, secretarial, administrative, logistical and financial support in the implementation of programme activities while ensuring full compliance of programme and financial processes with UN/UNFPA rules, regulations, policies, and strategies.

S/he provides effective communications support to the office, ensuring the facilitation of knowledge building and management. In addition, the incumbent contributes to basic programme/research data and analysis for the management of the programme and in tracking progress of the programme implementation.

You would be responsible for:

Under the supervision of the Harmful Practices Specialist and in coordination with the Programme staff in the province, the CO programme and operations units, the Programme Associate will carry out the following tasks:

Support Effective Program Management

- Provide logistical support to programme events by gathering and compiling data and information for the preparation of events documents, financial analysis and position papers.
- Assist assigned programme staff in monitoring and following up on the reporting status with regards to annual and final reports and donor reporting.
- Conduct a preliminary review of annual work plans, work plan monitoring tool and Funding Authorization and Certificate of Expenditures (FACE) forms of UNFPA-supported projects to check on the accuracy of computation and project/fund codes.
- Enter work plan information in Quantum/ Quantum Plus.
- Maintain and keep work plans, quarterly work plan monitoring tool, FACE forms and administrative files as well as update records of UNFPA-supported projects in prescribed format for subsequent use.
- Raise requisition in Quantum for processing of payments to vendors/suppliers.
- Familiarity with child safeguarding principles including PSEA and incorporating safeguarding consideration into the programming cycle/operation process/HR management/M&E process/Media, etc.



- Share the periodical budget expenses report with the supervisor for review and action.

Support to Research and Knowledge Management Sharing

- Draft and review routine correspondence and documents and make routine follow-up.
- Provide administrative support in organising, arranging, and coordinating various meetings of the Programme teams with staff, implementing partners and other offices.
- Maintain and keep administrative files, logs, inventories, and update records in prescribed format for subsequent use.
- Maintain and keep current registers and control plans on the status of projects at the formulation, implementation, and operational stages.
- Manage and maintain an accurate filing system of projects and of all national counterparts.

Effective Financial and Operational support

- Undertake all support activities in full compliance with UNFPA rules, policies, procedures, and processes.
- Initiate request to Operations Team to undertake procurement activities for the planned workshop/event, coordinate, and follow-up closely with the Procurement Team to ensure all necessary arrangements are in place.
- Raise requisitions and receipt goods/services in Quantum with input in close consultation with the respective programme staff.

Other corporate tasks

- Act as a back-up on selected functions to other Programme Associates during their absence.
- Carry out any other duties as may be required by the supervisor and UNFPA Outcome 2 lead.

Qualifications and Experience:

Education:

- Completed Secondary level education in Business Administration, Commerce, Accountancy and related fields with six (6) years of work experience or Bachelor's degree in above mentioned field with three (3) years of relevant work experience.

Knowledge and Experience:

- Relevant experience in administration, finance, and project management.
- Experience in finance monitoring will be an advantage.
- Proficiency in MS Excel, Word, PowerPoint, and other relevant computer applications.
- Satisfactory writing and communication skills.
- Ability to organise work effectively and to meet planned deadlines.
- Ability to work harmoniously with persons of different backgrounds in a multicultural environment.
- Experience working with government implementing partners.



- Familiarity with UN policies and principles will be an advantage.

Languages:

Fluency in English and Nepali; knowledge of other official UN languages is an added advantage.

Required Competencies:

<p>Values:</p> <ul style="list-style-type: none">● Exemplifying integrity,● Demonstrating commitment to UNFPA and the UN system,● Embracing cultural diversity,● Embracing change.	<p>Functional Competencies:</p> <ul style="list-style-type: none">● Results-based programme development and management,● Conceptual innovation in the provision of technical expertise,● Leveraging the resources of national governments and partners,● Building strategic alliances and partnerships,● Adaptation/application of knowledge in different contexts,● Job knowledge/technical expertise; and● Integration in a multidisciplinary environment.
<p>Core Competencies:</p> <ul style="list-style-type: none">● 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.	

Compensation and Benefits:

This position offers an attractive remuneration package including a competitive net salary plus education grant, home leave, 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>

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.