Programme Assistant

**Job title: Programme Assistant**

**Level: GS-5**

**Position Number: 82817**

**Location: Kathmandu**

**Full/Part time: Full-Time**

**Fixed term/Temporary: Fixed Term Rotational/Non Rotational: Non-Rotational Duration: One year (renewable)\***

**The Position:**

The Programme Assistant supports the team in planning and management of UNFPA’s country programme and projects by providing data inputs and logistical/administrative support for project implementation and follow up, as needed.

The Programme Assistant will be under the supervision of a Programme Specialist/Coordinator and will provide support to one or more of the core thematic teams. The Programme Assistant will also work in close collaboration with the other teams in the office, including the Operations Team and with UNFPA staff working at sub-national level.

**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 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 uphold the values enshrined in the United Nations Charter, who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

**Job Purpose:**

You will make a contribution towards facilitating UNFPA’s country programme and project implementation, supporting the design, planning and management of activities including the efficient utilization of earmarked financial resources.

You will apply established systems and procedures and assist in the creation of knowledge by compiling, synthesizing and analyzing relevant information and developing appropriate

mechanisms and systems to facilitate informed decision-making and effective programme management, while ensuring full compliance with the UNFPA policies and procedures.

**You will be responsible for:**

1. **Support to Evidence-based Programme Planning and Implementation:**
* Assists the team in evidence-based design, planning, budgeting, implementation, monitoring and reporting of interventions supported by the team towards achieving measurable results.
* Assists in the formulation of the country programme and projects, by compiling information relevant to the UNFPA’s role in the country.
1. **Support to Programme Management:**
* Supports the selection and contracting of consultants, academia, researchers and implementing partners.
* Supports the monitoring of project activities, review meetings and evaluation missions.
* Assists in internal control and assurance activities, including assessments and spot checks of implementing partners.
* Supports annual and quarterly work-planning, programme and financial monitoring processes.
* Assists in entering the Workplan (WP) in GPS, generating the draft WP, and documenting revisions of UNFPA programmes.
1. **Support to Knowledge Management:**
* Supports with updating the knowledge platforms with relevant products, including country programme profiles, country programme and project documents, mission documentation and reports, among others.
* Reviews incoming correspondence, collecting and/or preparing the necessary information for reply/action, and preparing the first drafts of responses to inquiries for action by concerned staff.
* Supports in managing and maintaining an accurate e-filing system of projects and for all counterparts.
* Prepares and distributes minutes in a timely manner and assists the team leader by following up on agreed actions and implementation of tasks.
1. **Financial, Administrative and other Operational Support:**
* Provides support to program staff in coordinating with implementing partners to submit accurate Annual Workplan progress reports and FACE forms in a timely manner.
* Supports program staff in reviewing FACE form submissions to ensure that expenditures are in line with approved work plans.
* Reviews and analyzes past and current expenditures of different programmes in accordance with UNFPA’s global resource allocation system and annual guidelines, including trends in patterns of resource allocation and utilization to guide recommendations and proposals for distribution of resources provided to different programmes/partners.
* Coordinates the review and finalization of inputs for financial reports for donors.
* Provides administrative and logistical support in coordinating review meetings and other project-related workshops and events.
* Collaborates with team members in the Operations Unit, on administrative and financial management tasks, including preparation of meetings, strategic events, travel, procurement and other related functions.

**Others:**

* 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 leadership.

**Qualifications and Experience:**

**Education:**

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

**Knowledge and Experience:**

* Minimum of five years of relevant experience in programme/ project management.
* Proficiency in current office software applications and corporate IT systems.
* Good writing and communication skills.

**Languages:**

Fluency in oral and written English and Nepali is required.

**Required Competencies:**

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| **Values:*** Exemplifying integrity,
* Demonstrating commitment to UNFPA and the UN system,
* Embracing cultural diversity,
* Embracing change
 | **Functional Competencies:*** Advocacy/ Advancing a policy-oriented agenda
* Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
* Delivering results-based programmes
* Internal and external communication and advocacy for results mobilisation
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**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

**Compensation and Benefits**

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

***\*No expectancy of renewal in accordance with UN Staff Regulations 4.5***

**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.