



Programme Assistant

Job title:	Programme Assistant (3 positions)
Level:	GS-5
Position Number:	171798, 171799, 171800
Location:	Butwal, Janakpur, Dhangadhi
Full/Part time:	Full-Time
Fixed term/Temporary:	Fixed Term
Rotational/Non Rotational:	Non-Rotational
Duration:	One year (renewable)*

The Position:

The Provincial Programme Assistant supports the UNFPA provincial team including field-based office personnel, in planning and management of the UNFPA supported country programme and projects by providing data inputs and logistical/administrative support for project implementation and follow up as needed.

The Provincial Programme Assistant will be under the supervision of the Head of Provincial Office and will provide support to one or more of the core thematic teams. The Provincial Programme Assistant will also work in close collaboration with the other teams in the office, as well as the Operations Team and UNFPA staff based in the UNFPA Kathmandu office.

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 projects 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:

A. Support to Evidence-based Programme Planning and Implementation:

- Assists the team in evidence-based design, planning, budgeting, programme implementation, monitoring and reporting of interventions supported by the team towards achieving measurable results.

B. 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 organising the planning and review meetings within the office, with partners and government.
- Assists in internal control and assurance activities, including assessments, audits and spot checks of implementing partners, and any HACT related functions.
- Supports annual and quarterly work-planning, budget revisions, programme and financial monitoring processes.
- Assists in entering the Workplan in GPS, generating the draft Workplan, and documenting revisions of UNFPA programmes.

C. Support to Knowledge Management:

- Supports with updating the knowledge platforms with relevant products, including country programme profiles, country programme and projects 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 Head of Provincial Office by following up on agreed actions and implementation of tasks.

D. Financial, Administrative and other Operational Support:

- Provides support to program staff in coordinating with implementing partners to submit accurate Annual Workplan 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 workplans.
- 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 and 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 Field Offices, Programme Units, 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 Assistant/Associates and Admin/Finance 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 desirable.

Knowledge and Experience:

- A 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:

<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">● 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.