



United Nations Population Fund

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Job Description

Job Title	RE-ADVERTISEMENT: NATIONAL POST: Programme Assistant, Provincial Office - Dhangadhi, Nepal G-5
Job ID	41723
Location	Asia and Pacific
Full/Part Time	Full-Time
Regular/Temporary	Regular

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Background Information

All applicants who have applied for this post don't need to re-submit their applications.

Closing Date: 20 May 2022 by 5 pm Nepal time

Duration: One year (renewable)*

Contract Type: Fixed-Term

Duty Station: Dhangadhi

* No expectancy of renewal in accordance with UN Staff Regulation 4.5

Organizational Setting

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.

Main Tasks & Responsibilities**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
Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing diversity in all its forms
- 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:

- 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

UNFPA Work Environment

UNFPA provides a work environment that reflects the values of gender equality, teamwork, Embracing diversity in all its forms, 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.

Disclaimer

WARNING TO APPLICANTS: UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you have received a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web. Should you feel that you have received a fraudulent notice, letter or offer that makes use of the name or logo of UNFPA, you may submit a report through the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

Notice to applicants: In accordance with the 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, are required to renounce such status upon their appointment. Exceptions to this rule are very limited and can be made only for: (a) stateless persons; (b) newly appointed staff members who have applied for citizenship by naturalization, when such citizenship will be granted imminently; (c) acting staff members in the General Service and related categories with permanent residency status, on promotion to the Professional category; (d) staff members appointed under a temporary appointment. Please understand that UNFPA is not in a position to provide advice on or assistance in applying for any citizenship.

HOW TO APPLY: UNFPA has established an electronic application management system. This allows applicants to create a candidate profile, which can be updated regularly and submitted for more than

one vacancy.

A full job description of the position can be accessed at <https://nepal.unfpa.org/vacancies> and only online applications using this link will be accepted.

Download the Step by Step Guide to Applying in the E-Recruit System of UNFPA at <https://www.unfpa.org/resources/step-step-guide-applying-jobs-unfpa> Please print out the Guide for your reference during the registration and application process.

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. UNFPA provides a work environment that reflects the values of gender equality, teamwork, embracing diversity in all its forms, 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.

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