



Programme Associate

Job title:	Programme Associate
Level:	GS-6
Position Number:	208724
Location:	Surkhet, Nepal
Full/Part time:	Full Time
Fixed term/Temporary:	Fixed Term
Rotational/Non Rotational:	Non-rotational
Duration:	1 Year Initially with the possibility of extension

The Position:

Under the overall guidance of Project Coordination Specialist and under the direct supervision of the Project Analyst based in Karnali, the Programme Associate is located in the UNFPA office in Surkhet, Karnali Province.

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 new strategic plan (2018-2021), 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 are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Job Purpose:

Advancing gender equality and promoting the empowerment of women and girls are key priorities that are built into corporate priorities in the UNFPA Strategic Plan 2022-2025. UNFPA is a leading player in gender-based violence prevention and response in Nepal. The Country Office manages a portfolio of Gender-Based Violence (GBV) projects, focused both on multi sectoral essential response services and prevention of the gender-based violence in Nepal including policy reform.

UNFPA is implementing a four-year Joint Project (JP) entitled "Empowered Women, Prosperous Nepal (Shashakta Mahila, Sambridhha Nepal), in partnership with UNICEF, UNWOMEN and ILO, financed by the European Union and in close coordination with the Government of Nepal. The project will be implemented in three provinces namely Madhesh, Karnali and Sudurpaschim provinces from 2023 to 2026. To ensure that women and girls enjoy their human rights, through an integrated gender transformative approach, this joint project seeks to address the formal and informal barriers that they have to face. UNFPA will be leading the work around gender based violence component including prevention, response and the policy reform and thereby contributing to advance gender equality and women empowerment.



The Programme Associate will provide programmatic, administrative 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 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:

- Supporting the monitoring of programme financial performance, by providing necessary financial information and analysis, including implementation rate against indicators/results; detecting potential over/under expenditure problems and proposing remedial action; FACE submissions.
- Developing effective mechanisms for monitoring the project budgets; coordinating compilation of financial data; and regularly providing accurate, up to date financial information to CO.
- Collate programme related information and procurement needs; support programme personnel in their work plans, monitor and follow-up with Implementing partners on submission of progress and financial reports (e-Face);
- Interpreting financial policies and procedures and striving to identify innovative ways in which programme financial needs can be met within existing policies.
- Maintaining an effective financial recording and reporting system, internal control and audit follow-up; and processing financial transactions in an accurate and timely way.
- Reviewing and monitoring charges for common services and cost recovery, taking into account maximum cost efficiency; representing UNFPA's interests in financial negotiations and agreements.
- Prepare information and/or briefs, summaries and background documentation required by programme staff for official missions, programme functions, seminars, conferences, events and meetings including arranging audio-visual aids as required, projector and screen, preparing PowerPoint presentations and computer generated visuals, such as, graphs;
- Collaborates with team members, programme partners, and sub-grantees to ensure safe implementation of programmes at the community level applying Do No Harm approach.
- Perform ad-hoc duties required by the Program Coordination Specialist and Program Analyst.

Qualifications and Experience:

Education:

- Secondary Level (Bachelor degree preferred) in Business Administration, Commerce, Accountancy, Chartered Accountancy and related fields.

Knowledge and Experience:

- Six years of relevant experience in administration, finance or office management.
- Proficiency in current office software applications, web-based management and ERP financial systems.



- General understanding of programme support, monitoring and evaluation is desirable;
- Good writing and communication skills with the ability to draft correspondence in a clear, accurate and concise manner;
- Experience and knowledge of working with the United Nations is preferable;
- Good interpersonal, planning, organizational and multitasking skills;
- Ability to work independently and harmoniously in a multi-cultural and multi-ethnic team environment maintaining tact and discretion in all dealings;
- Good knowledge of PeopleSoft is an asset.

Languages:

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

Required Competencies:

Values: <ul style="list-style-type: none">• Exemplifying integrity• Demonstrating commitment to UNFPA and the UN system• Embracing cultural and local diversity and sensitivity• Embracing change	Functional Competencies: <ul style="list-style-type: none">• Managing the organization's financial resources• Providing procurement services• Ensuring facilities and assets management
Core Competencies: <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 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.