



## **Terms of Reference: Programme and Finance Assistant**

<b>SC Post:</b>	<b>Programme and Finance Assistant (3 Positions)</b>
<b>Organization:</b>	UNFPA
<b>Band/ Peg:</b>	SB-3/Peg 2
<b>Type of Contract:</b>	Service Contract
<b>Duty Station:</b>	Kathmandu x 1; Province 1 (Biratnagar) x 1; and Province 7 (Dhangadhi) x 1
<b>Duration:</b>	1 year (possibility of renewal)

### **SCOPE OF SERVICES:**

Advancing gender equality and promoting the empowerment of women are key priorities in the UNFPA Strategic Plan 2018-2021.

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) programmes, focused both on multisectoral essential services and on prevention. This includes its flagship GBV Prevention and Response (GBVPR) project, jointly funded by the Governments of Norway and Switzerland. Evaluations and reviews have shown positive results from the first phase of the project, and there is scope to consolidate and further expand the GBV portfolio through a second phase of the project. This position is intended to assist the country office in managing the second phase of the GBVPR project as well as to further enhance and grow UNFPA Nepal's programmatic and thought leadership in this area.

The Programme/Finance Assistant is located at UNFPA office in Kathmandu and in Province 1 (Biratnagar) and Province 7 (Dhangadhi), and will work under the day-to-day supervision of the Programme Associate, GBV in Kathmandu or respective Provincial Programme Coordinators (Province 1 and 7).

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 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.



### **Roles and responsibilities:**

- Assist in programme formulation and work-plan creation, maintain and update project profiles, including progress reports and work plan review in compliance with programme implementation guidelines;
- 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);
- In close collaboration and guidance of the Operations and Finance Team , support and coordinate the Harmonized Approach to Cash Transfer (HACT) reporting and assurance activities (spot check, audits and micro assessments) and support in follow up of recommendations and additional required action;
- Assist the programme team in providing support to implementing partners on knowledge management and programme implementation through maintaining an easy reference and friendly access to contacts and mailing lists of partners, key stakeholders, consultants, UN agencies, donors, institutions, individuals, and other contacts;
- Coach implementing agencies on compliance with UNFPA financial rules and regulations, FACE forms and on recording non-expendable items supported by UNFPA;
- In close collaboration with the administration team in Kathmandu and the Provincial Offices, follow up on any administrative matters, ensuring compliance with processes for facilitating release of payments, including maintenance of vehicle log registers & vehicle history records, inventory management, assets, leave records, management of common premises, including relevant leases and contracts;
- In close collaboration with the administration team in Kathmandu and the Provincial Offices, support the arrangement of domestic and international travels for staff/personnel and consultants , with follow up of submission of mission reports by staff;
- In consultation with relevant staff, initiate draft documents, compile and process logistical, administrative and financial arrangements for meetings, events and workshops organized by the office;
- Receive visitors/officials; take minutes and/or notes, as required; prepare informal translations and act as interpreter as required; answer and screen telephone calls with tact and discretion;
- Set up, and effectively maintain and monitor the filing system; set up a follow up system to reduce repetitive action or filling gaps; manage online database of implementing partners; assist in archiving and maintain up-to-date electronic mailing lists;
- 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;



- Ensure optimal communication flows within the unit and with entire sub-office/provincial office, joint country presence offices and external counterparts, through effective use of written, verbal and electronic communication;
- Perform ad-hoc duties required by the Programme Specialist relating to monitoring and evaluation of the country programme and projects.

#### **QUALIFICATIONS**

- Bachelor degree in Business Administration, Commerce, Accountancy, Chartered Accountancy and related fields is required.
- Minimum of three (3) years professional experience in similar role;
- Some experience in research assistance and 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;
- Computer literacy - Proficiency in the use of MS Office Packages and ERP systems;
- Good knowledge of Atlas/PeopleSoft is an asset.
- Fluency in written and spoken English and Nepali is required.



**REQUIRED COMPETENCIES:**

<p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• Exemplifying integrity,</li> <li>• Demonstrating commitment to UNFPA and the UN system,</li> <li>• Embracing cultural diversity,</li> <li>• Embracing change</li> </ul>	<p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>• Logistical support</li> <li>• Managing data, documents, correspondence and reports</li> <li>• Managing information and workflow</li> <li>• Planning, organizing and multi-tasking</li> <li>• Job knowledge/technical expertise</li> <li>• Managing the organisation’s financial resources.</li> <li>• Providing procurement services.</li> <li>• Ensuring facilities and assets management.</li> </ul>
<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>• Achieving results,</li> <li>• Being accountable,</li> <li>• Developing and applying professional expertise/business acumen,</li> <li>• Thinking analytically and strategically,</li> <li>• Working in teams/managing ourselves and our relationships,</li> <li>• Communicating for impact</li> </ul>	