



POST NUMBER: 00042273

CLOSING DATE: 5 October 2015, 13:00 (Istanbul time)

POST TITLE: Programme Assistant, EECARO

CATEGORY: GS- 5, Fixed Term

POST TYPE: Non-Rotational

DUTY STATION: Istanbul, Turkey

DURATION: One year initially

ORGANIZATIONAL UNIT: UNFPA Eastern Europe and Central Asia Regional Office (EECARO)

1. Organizational Location

The Programme Assistant position is located in the Regional Office and directly reports to the Regional Monitoring and Evaluation Adviser.

The Programme Assistant is part of a team, which provides integrated programme and technical support within a systems strengthening approach fundamental to UNFPA's overall strategy. The Programme Assistant also works in close collaboration with the International Operations Manager (IOM) and his team to ensure timely support to ROs on operational matters. The Programme Assistant provides programme and operational support to the team of Regional Advisers, who provide substantive support to COs in the region and implement the regional programme.

2. Job Purpose

The Programme Assistant provides programme, administrative and financial support to the programme and technical team, and to support the management of the regional programme

3. Major Activities/Expected Results

Support to Programme

- Assist the technical and programme team in implementation of the regional programme;
- Assist in preparation of annual Regional Events Calendar in consultation with regional programme team and update it on a regular basis.
- Undertake all logistical, administrative and financial arrangements required for the organization of technical workshops, inter-agency meetings, panel discussions, roundtables, missions, and other events organized by the programme and technical team in close collaboration with the Regional Operations team;
- Support the organization of the Programme events by gathering and compiling data and information for the preparation of events documents, speeches and position papers; by preparing COA Authorization Letter; by collecting and follow-up on nominations and

registration; prepare List of participants; circulate event materials; support host CO as applicable.

- Review incoming correspondence, collect and prepare necessary information for reply/action, and draft and finalize response;
- Prepare first drafts of responses to inquiries received by the programme and technical team for action by supervising officers;
- Assist in archiving, filing, and maintain up-to-date electronic mailing lists on programme and technical matters;
- Assist in coordinating and managing technical/programme team by organizing team meetings, preparing minutes, facilitating team assignments and communication.

Support to Operations

- Prepare travel arrangements of participants in collaboration with administrative assistant for the regional programme events;
- Raise requisitions in ATLAS with input from the programme and technical team members;
- Apply UNFPA rules, regulations and procedures;
- Act as a back-up on selected functions for G-6 Programme Associate and G-5 Admin Assistant during their absence.

Perform any other duties, as may be required.

4. Work Relations

The Programme Assistant works with and provides support the members of the Technical and Programme Team in the RO and SRO, as well as the team under the IOM. Contacts with staff and other personnel promote achievement of common goals and shared objectives and demonstrate personal commitment to UNFPA's mandate and organizational vision.

Both internal and external contacts include exchange of information on broader aspects of the work area which may include providing clarification of non-routine matters involving some technical input.

5. Job Requirements

Education:

Completed secondary level education required. First level university degree in public administration, finance, or economics desirable.

Knowledge and Experience:

- 5 years previous relevant experience in administration or project/programme management
- Proficiency in current office software applications and corporate IT systems.
- Previous experience in the UN an advantage;
- Knowledge of Atlas / Peoplesoft or other ERP system is an advantage;

Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

i) Core Competencies:

- Achieve 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

ii) Functional Competencies

- Logistical support
- Managing data
- Managing documents, correspondence and reports
- Managing information and workflow
- Planning, organizing and multi-tasking
- Managing financial processes
- Job knowledge / technical expertise

Languages: Fluency in oral and written English and Turkish languages. Working knowledge of another official UN language is desirable.

Other Desirable Skills: Proficiency in current office software applications; good basic knowledge of finances and mastery of a series of financial and spreadsheet software.

HOW TO APPLY:

A letter of interest and a [UN Personal History Form \(P11\)](#) filled in English, indicating “**Programme Assistant UNFPA/EECARO**” at the subject line of the email, should be sent to recruitment.eecaro@unfpa.org no later than **05 October 2015 at 13.00 (Istanbul time)**.

SPECIAL NOTE:

Please note that applicants applying for UNFPA General Service posts located in Istanbul must have a valid Residence Permit or Turkish Permanent Residency or Turkish Citizenship. Applicants must pass a written substantive assessment and a competency-based interview in order to be eligible to be appointed against the post. We will only be able to respond to those applicants in whom UNFPA has a further interest.

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.