



POST NUMBER: 00032838

CLOSING DATE: **28 February 2018** (5:00 p.m. Istanbul time)

POST TITLE: Programme Associate

CATEGORY: GS-6, Fixed Term Appointment (FTA)

POST TYPE: Non-Rotational

DUTY STATION: Istanbul, Turkey

DURATION: Initially 1 year with possibility for extension

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

1. Organizational Location

The Programme Associate position is located in the Regional Office and directly reports to the Programme Associate G7. The Programme Associate provides support for programme activities, research and networking.

The Programme Associate forms part of a team, coordinated by the Deputy Regional Director and the Regional Director, which provides integrated programme and technical support within a system strengthening approach fundamental to UNFPA's overall strategy.

The Programme Associate works in close collaboration with the Programme Support Team (comprising one or more Programme Associates and Programme Assistants) to ensure effective and efficient programme and operational support to his/her designated output managers who provide substantive support to COs in the region and implement the regional programme.

The Programme Associate also works in close collaboration with the International Operations Manager (IOM) and his/her team to ensure timely support to the RO on programme and operational matters.

2. Job Purpose

The Programme Associate contributes to the development and implementation of UNFPA's Regional Programme by providing programmatic and administrative support. The Programme Associate is instrumental in facilitating programme/project implementation by using appropriate mechanisms and systems and ensuring compliance with established procedures. As appropriate and under the direction of his/her dedicated output managers, the Programme Associate also contributes to research, financial management and operational and procedural guidance.

3. Major Activities/Expected Results

- Contributes to the preparation, implementation and monitoring of the regional programme by:
 - Participating in the identification and formulation of the RO programme and project proposals by compiling and analyzing information in the subject areas of UNFPA assistance, compiling

project documents and work plans and preparing tables and statistical data.

- In coordination with output managers, guiding the routine implementation of assigned projects, coordinating delivery of project inputs, and ensuring the participation of relevant stakeholders.
- Maintaining and updating regional project files of the output managers, including project progress reports, work plans and budgets in compliance with guidelines for the regional programme.
- Supporting in monitoring and reporting on core and noncore expenditures in respect of output managers.
- Contributes to the oversight functions of the RO by:
 - Assisting in financial and substantive monitoring and evaluation of the projects, identifying operational and financial problems, and contributing to the development of solutions.
 - Assisting in conducting assessments of project performance to identify success factors and compile a list of best practices.
 - Contributing to HACT assurance activities in regard with output managers
 - Supporting in following up on audit recommendations.
- Provides research and knowledge management sharing support by:
 - Synthesizing and documenting findings and lessons learned success stories and best practices, strategies and approaches of the RO, and drafting relevant materials for dissemination.
 - Consolidating and maintaining the inventory of pipeline projects for submission to donors for co-financing.
 - Maintaining the project filing, archiving and e-archiving systems, as well as uploading to EECARO microsite and maintaining the relevant sections.
 - Focal point for DARTS
- Provides programme financial and operational support through:
 - Undertaking procurement activities for the RO as assigned by the supervisor, ensuring compliance with UNFPA procurement procedures.
 - Generating financial and programmatic Atlas and Cognos reports for the regional programme as required.
 - Assisting in the process and maintaining the records of hiring the individual consultants in regard with assigned clusters.
 - Perform requisitioner/buyer roles in Atlas for projects, register of goods receipt in Atlas.
 - Ensuring that payment requests related to assigned cluster are channeled to Admin/Finance Associate.
 - Contributing to the maintenance of the vendor portal.
 - Preparing and circulating COA authorization letters for programme related activities.
- Acts as a back-up on selected functions for the G7 and G6 Programme Associates and G5 Programme Assistant during their absence.
- Carries out any other duties as may be required by the supervisor to assure the success of the work team.

4. Work Relations

In collaboration with other programme support staff, the Programme Associate works with, and provides support for, the members of his/her designated output managers in the RO. The Programme Associate also works in collaboration with the IOM's team.

Contact 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:

- Completion of secondary education with additional coursework in public administration, finance or economics. Bachelor Degree is desirable.

Knowledge and Experience:

- Six years of relevant experience in programme planning, monitoring and data support systems in the national and international organizations, in the private or public sector.
- Previous experience in the UN is an asset;
- Proficiency in current office software applications with good basic knowledge of finances and mastery of a series of financial and spreadsheet software.
- Good knowledge of Atlas / PeopleSoft or other ERP system;
- Good writing and communication skills.

Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- 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 Skill Set:

- Managing documents, correspondence and reports
- Strong interpersonal and organizational skills;
- Managing information and workflow
- Planning, organizing and multi-tasking
- Managing financial processes
- Providing procurement services
- Job knowledge / technical expertise
- Demonstrated ability to work in a team environment
- Internal and external communication for resource mobilization

Languages:

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

HOW TO APPLY:

A letter of interest and a [UN Personal History Form \(P11\)](#) filled in English, indicating the Post Reference Code “**Programme Associate UNFPA/EECARO**” at the subject line of the email, should be sent to recruitment.eecaro@unfpa.org no later than **28 February 2018 at 5.00 pm (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 vacancy. 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.