



## EECARO Programme Assistant (GS5)

<b>Job title:</b>	<b>Programme Assistant</b>
<b>Level:</b>	<b>GS5</b>
<b>Position Number:</b>	
<b>Location:</b>	<b>Istanbul, Turkey</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Fixed term/Temporary:</b>	<b>Fixed term</b>
<b>Rotational/Non Rotational:</b>	<b>Non-Rotational</b>
<b>Duration:</b>	<b>1 year initially</b>

### **The Position:**

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

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

The Programme Assistant 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 Programme and/or Technical Teams (dedicated clients).

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

### **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:**

In a global organisation, where many of our people are based in challenging environments, you will provide programme, administrative and financial support to your dedicated clients,



who provide substantive support to COs in the region and implement the regional programme.

**As a Program Assistant you would be responsible for:**

**A. Contribution to the preparation, implementation and monitoring process of the regional programme by:**

- Assisting in the preparation and ongoing management (i.e. regular updating) of the annual Regional Events Calendar in consultation with all regional programme teams.
- Undertaking all logistical, administrative and financial arrangements required for the successful planning and delivery of technical workshops, inter-agency meetings, panel discussions, roundtables, missions, and other events organized by the output managers in close collaboration with the regional operations team. This may include liaising with event management companies and caterers supporting the procurement process for these and related services.
- Providing logistical support to programme events by gathering and compiling data and information for the preparation of events documents, speeches and position papers. This includes (but is not necessarily limited to) preparing and distributing COA authorization letters; collecting and following up on nominations and registration; preparing list of participants; managing travel and visa requirements, circulating events materials, and supporting host CO (if applicable).

**B. Provision of research and knowledge management sharing support by:**

- Reviewing incoming correspondence in relation events being managed, collecting and/or preparing the necessary information for the reply/action, and preparing first drafts of responses to inquiries for action by the relevant supervising officers.
- Assisting in the archiving, filing, and maintenance of up to date electronic mailing lists on programme and technical matters.
- Contributing to the uploading and maintenance of selected information to the EECARO intranet.
- Assisting in coordinating and managing dedicated client meetings; including organizing team meetings, preparing minutes, coordinating conference room bookings and ensuring room preparedness for meetings.
- Recording and distributing minutes in a timely manner and assisting the team coordinator by following up on agreed actions and implementation of tasks (where appropriate).

**C. Provision of programme financial and operational support through:**

- Preparing travel arrangements of output managers that are going to an event which is organized by the members of your designated technical and programme teams in the RO and SRO.
- Undertaking procurement activities in regard with the events for the RO/SRO, ensuring compliance with UNFPA procurement procedures.
- Raising requisitions in ATLAS with input from designated clients.
- Correctly applying UNFPA rules, regulations and procedures in all activities



**D. Acting as a back-up on selected functions for the G6 Programme Associate, G5 Admin Assistant during their absence.**

**E. Carries out any other duties that may be required by your supervisor to assure the success of the work team.**

**Qualifications and Experience**

**Education:**

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

**Knowledge and Experience:**

- Five years previous relevant experience in administration or project / programme management.
- Proficiency in current office software applications and corporate IT systems, a good basic knowledge of finance and mastery of a series of financial software is desirable.
- Previous experience in the UN is an asset.
- Good knowledge of ATLAS, PeopleSoft or other ERP system is an asset.

**Languages:**

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

**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 multitasking.</li> <li>• Managing financial processes.</li> <li>• Job knowledge/technical expertise.</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>	

**HOW TO APPLY:**



Interested candidates must submit their applications to the above position online through the website <https://erecruit.partneragencies.org> under Job opening ID: - *National Post, Programme Assistant GS5, EECARO Istanbul, Turkey* by 09 September 2018.

**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 Citizenship. Applicants must pass a written substantive assessment and 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 written 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.

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.