



## Programme Associate

<b>Job title:</b>	<b>Programme Associate</b>
<b>Level:</b>	<b>GS-6</b>
<b>Position Number:</b>	<b>00032841</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>One year (renewable)</b>
<b>Expected Starting Date:</b>	<b>1 January 2020</b>

### The Position:

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.

### 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:**

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.

### **The Programme Associate would be responsible for:**

#### **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.
  - Supporting due diligence (DD) applications by the RO for prospective partners to the HQ and ensuring quality check of DD applications by the EECA Country Offices
  - Supporting periodic programme meetings and mid-year review meeting including ensuring proper follow-up on action points as required across the RO team
  - Supporting RO technical assistance to the Country Offices developing their Country Programme Documents, including RO's capacity building endeavors on innovation and transformation
- 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.
  - Monitoring donor reporting for the non-core funds by the RO and EECA Country Office including act as a focal point for Donor Agreement and Report Tracking System (DARTS)
  
- Provides programme financial and operational support through:
  - Perform requisitioner/buyer roles in Atlas for projects, register of goods receipt in Atlas.
  - 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.
  - 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

### **Qualifications and Experience:**

#### **Education:**

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

#### **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.



**Languages:**

Fluency in oral and written English and Turkish 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>• Managing documents, correspondence and reports</li><li>• Strong interpersonal and organizational skills;</li><li>• Managing information and workflow</li><li>• Planning, organizing and multi-tasking</li><li>• Managing financial processes</li><li>• Providing procurement services</li><li>• Job knowledge / technical expertise</li><li>• Demonstrated ability to work in a team environment</li><li>• Internal and external communication for resource mobilization</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: 26163 - NATIONAL POST: Programme Associate GS6 by 3 November 2019.

**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.

WARNING TO APPLICANTS: UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you have received a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and



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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.