**Programme Associate**

**Job title: Programme Associate**

**Level: GS6**

**Position Number: 00031935**

**Location: Maseru, Lesotho  
Full/Part time: Full-Time**

**Fixed term/Temporary: Fixed Term**

**Rotational/Non Rotational: Non-Rotational**

**Duration: One year (renewable)**

**The Position:**

The role of this position is to provide administration and finance services to the program unit

**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 strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to “build forward better”, while addressing the negative impacts of the Covid-19 pandemic on women’s and girls’ access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

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:**

Under the direct supervision of the Assistant Representative and in liaison with program and operations staff, the Programme Associate shall administer financial and Admin services to the program team.

The Programme Associate supports the implementation and monitoring of UNFPA’s country programme by providing and managing data inputs, providing logistical support, monitoring project implementation and following up on recommendations. The Programme Associate applies established systems and procedures and assists in the creation of substantive knowledge by compiling, synthesizing and analyzing information relevant to the project. S/he is instrumental in facilitating project implementation using and developing appropriate mechanisms and systems and ensuring compliance with established procedures. S/he also delivers quality financial and administrative services to internal and external clients mastering all relevant rules, guidelines, processes and procedures

Under the direct supervision of the Assistant Representative and in liaison with program and operations staff, the Programme Associate shall administer financial and Admin services to the program team

**The Programme Associate will be responsible for:**

**Provide Administrative and financial services to the program**

* Identify procurement needs and prepare necessary documentation and facilitate procurement
* Prepare procurement and travel plans for the program unit
* Provide logistical support for workshops, travels, and all program events
* File and safekeeping of all programme records that include AWPs, reports, communication on programmatic issues, progress reports etc.
* Support audit functions for the programme component
* Take minutes during meetings and file them accordingly
* Support UNFPA implementing partners to report in the Quantum System and other related reporting systems
* Support vendor’s registration in the System
* Closely collaborate with operations and programme Unit for recruitment of program consultants.
* Support program to develop AWPs in the system, facilitate budget revisions and any financial adjustments in the system
* Provide financial performance of the program on a regular basis
* Liaise with operations and program to monitor the financial performance of the program funds

**Qualifications and Experience:**

* Bachelor’s Degree in Social Sciences, Business or Public Administration, Economics, Political Sciences or other related field.
* Four years of relevant experience in programme support, logistics and administration
* Experience in budget monitoring such as processing budget revisions and preparing financial reports is an asset
* Working experience with implementing partners is an asset
* Technical knowledge on humanitarian issues and/or reproductive health and/or gender and/or
* protection is an asset
* Knowledge of Atlas/PeopleSoft or other ERP application is an asset
* Working experience with an international organization is an asset
* Familiarity with UN procedures and working methods is an asset
* The position is open to Lesotho Nationals ONLY

**Languages:**

Exceptional command of the English language.

**Required Competencies:**

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| **Values:**   * Exemplifying integrity, * Demonstrating commitment to UNFPA and the UN system, * Embracing cultural diversity, * Embracing change | **Functional Competencies:**   * Advocacy/ Advancing a policy-oriented agenda * Leveraging the resources of national governments and partners/ building strategic alliances and partnerships * Be results-based oriented * Internal and external communication and advocacy for results mobilization |
| **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 | |

**Compensation and Benefits:**

This position offers an attractive remuneration package including a competitive net salary, health insurance and other benefits as applicable.

No hard-copy applications will be accepted. Only short-listed applicants will be acknowledged.

**Disclaimer:**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline http://www.unfpa.org/help/hotline.cfm