

JOB Description

Position Description

Position: Project Assistant
Type: Service Contract (SB-3)
Reporting to: NPO-P&D/NPPP
Location: Project Office.

Background:

Under the overall guidance of UNFPA Representative, direct supervision of the Assistant Representative/NPPP and in consultation with the respective project Director, the NPA-FA substantively contributes to the effective management of UNFPA project(s)/and activities.

General Statement:

- Maintain records of all expenditures of the project under the supervision of National Programme and Project Director. Assists NPPPs in execution of Administrative and logistical activities.
- Maintain collaborative relationships with counterparts in GoB, NGO's and civil logistical activities.
- Translates the component projects into activities and provides technical assistance for implementation in line with GoB priorities and according to UNFPA Programme policies and procedure.
- Coordinates and liaises with government, UNFPA and other stakeholders.
- Takes responsibility for fund management, fund disbursement, follow-up and monitoring of funds and expenditure related with project activities.
- Provides and manages data inputs, logistical support, monitors project implementation and follow-up recommendations.
- Maintains information and database and developing database of project profiles for presentation to concerned parties.
- Organizes and conducts trainings, orientation workshops and programmes; international events like WPD, International Women's Day etc. including steering committee meetings.

Specific Functional Statement:

- Prepare quarterly and annual financial statement.
- Maintain continuous liaison with the government and UNFPA for the processing of financial statement, subsequent arrangement for transfer of funds by the UNFPA as and when required.

- Provide expenditure forecasts and take action for budgetary revisions.
- Check expenditure and request advances in COE as per agreed COE and Annual work plan.
- Continuous internal Accounts checking and address and recommends correction whenever necessary.
- Provide assistance to external and internal auditors during the audit of the projects accounts.
- Prepare and keep all bills and vouchers for expenditures related to project.
- Keep records in the cash book, ledger, bill register, and Cheque book of the project.
- Keep records of the project related equipment including computer, photocopiers and vehicle along with regular maintenance and related expenditures.
- Keep liaison with other project staff of UNFPA and GoB staff.
- Prepare correspondence related to financial activities of the project.
- Any other administrative and accounting activities as and when assigned.

Competencies Required:

Primary Competencies:

Results-based Programme development and management

Uses analytical skills to identify opportunities for project Implementation and participates as resource person to make the project(s) successful.

Innovation and marketing of new approaches

Documents and analyses innovative strategies, best practices and new approaches. Adapts quickly to changes. Works closely with stakeholders.

Primary Competencies:

Values

Integrity/Commitment to mandate

Acts in accordance with UN/UNFPA values and holds himself/herself accountable for actions taken.

Knowledge sharing/continuous learning

Actively procedures and disseminates new knowledge.

Valuing diversity

Appreciates differences in values and learns from cultures diversity.

Managing Relationships

Working in teams

Actively seeks resolution of disagreements and supports the decisions of the team.

Conflict and self management

Manages personal reactions by remaining calm, composed and patient even when under stress or during a crisis and avoid engaging in unproductive conflict. Tolerates conditions of uncertainty or ambiguity and continues to work productively.

Working with people

Performance management

Seeks new challenges and assignments and exhibits a desire to learn.

Personal leadership and effectiveness

Analytical and strategic thinking

Demonstrates an ability to set clear and appropriate priorities focusing on tasks and activities.

Results orientation/Commitment to excellences

Takes action until successful outcomes are achieved.

Job Requirements:

Academic Requirements:

Graduate degree in Population/Statistics/Demography/Social Sciences or related other fields.

Experience:

At least 3-5 years of professional experience in the area of population/development cooperation programmes and research activities. Ability to work in ATLAS is added advantage.

Languages

Excellent command of oral and written English is essential.

Computer skills

Computer skills: Proficiency in current office software applications.