



Preview

Programme Associate, Kuala Lumpur (Putrajaya), Ma...

Preview

Internal - Desktop

Language

English (Default)

Job Info

Organization

United Nations Population Fund

Locations

Putrajaya, Malaysia

Work Locations

DS - Kuala Lumpur, Malaysia

Posting Date

05/05/2023

Apply Before

21/05/2023 11.59

Posting Visibility

Internal and External

Full or Part Time

Full time

Grade

G6

Vacancy Type

Fixed Term

Practice Area

Bureau

Independent office

Contract Duration

1 Year with Possibility for extension

Education & Work Experience

Bachelor's Degree - 3 year(s) experience OR High S...

Other Criteria

Experience in human resources, administration, procure...

Required Languages

Fluency in English and Bahasa Malaysia

Desired Languages

Vacancy Timeline

2 Weeks

Mobility required/no mobility

Job Category

Administration/Operations/Support



Job Details

Job Description

The Position:

The Programme Associate delivers quality services in human resources, administration, procurement, travel and finance to internal and external clients. You will report directly to the Representative.

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:

You support the effective management of UNFPA programme activities in the areas of population and development, reproductive health and gender.

You will demonstrate a client-oriented, results-focused approach to interpreting UNFPA rules, procedures and guidelines in relation to HR, procurement, administration and finance, while providing support and guidance to the Country Office (CO) and UNFPA-supported projects / initiatives. You will act in an advisory manner to programme / project staff to maximise the impact in delivering UNFPA's programmes / projects.

You would be responsible for:

- Ensuring financial transactions are in accordance with UNFPA financial rules. Proposing procedures to improve internal controls and efficiency and responding to audit issues, if and as applicable.
- Assisting in the management of the CO budget, by budget formulation, controlling allotments, monitoring expenditures, and preparing revisions as required.
- Supporting the monitoring of programme financial performance, by providing necessary financial information and analysis, including implementation rate against indicators/results; detecting potential over/under expenditure problems and proposing remedial action, as required.
- Coordinating the recruitment and selection process, applying best practice HR approaches; advising managers and project personnel on contracting options
- Coordinating procurement operations for office and project equipment, supplies and services, in a transparent, cost-effective and environmental friendly manner; and maintaining up-to-date inventory and records.
- Reviewing material for activities relating to common services and premises, cost recovery, privileges and immunities, entitlement and salary surveys, security etc.
- Participating in inter-agency meetings to ensure UNFPA interests and environmental concerns are reflected in activities related to e.g. common services and premises, financial arrangements and security.
- Overseeing the management of UNFPA assets and facilities.
- Supporting the operational aspects of programme/project inputs and project-related events to facilitate programme/ project delivery, including travel arrangements and logistical support
- Implementing corporate systems and applications in support of finance and human resource management and CO operations; creating procedures for effective management of UNFPA resources
- Carry out any other duties as may be required by UNFPA leadership.

Qualifications and Experience:**Education:**

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

Knowledge and Experience:

- Six years of relevant experience in administration, finance or office management.
- Proficiency in current office software applications and corporate IT systems.
- Previous experience in administration, finance or office management in the UN an advantage

Languages:

Fluency in both oral and written English and Bahasa Malaysia is required

Required Competencies:**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,

Functional Competencies:

- Providing logistical support
- Managing data
- Managing documents, correspondence and reports
- Managing information and work flow

- Planning, organising and multitasking
- Supporting financial data analysis
- Managing the organization's financial resources
- Providing procurement services
- Ensuring facilities and assets management

Compensation and Benefits:

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

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>

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.

