



Programme Associate

Job title:	Programme Associate (2 positions)
Level:	GS-6
Position Number:	161266 & 161267
Location:	New Delhi, India
Full/Part time:	Full-Time
Fixed term/Temporary:	Fixed Term
Rotational/Non-Rotational:	Non-Rotational
Duration:	One year (renewable)

The Position:

The Programme Associate will be under the supervision of either the Programme and Technical Support Coordinator or the Policy, Advocacy and Partnership Coordinator. In collaboration with other programme and technical team members, the Programme Associate position provides programmatic and administrative support to the Programme Coordination and Technical Support (PCTS) Unit and the Policy Advocacy and Partnership Unit (PAPU).

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, 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 uphold the values enshrined in the United Nations Charter, 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 Country 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.

You will be responsible for:

A. Support to Programme Management

- Compile data and information on subject matters relevant to the work of the unit to facilitate preparation of reports, working papers, and presentations
- Provide support on AWP development including support on budget preparation/revision.



- Prepare and maintain records, documents and control plans for the monitoring of project/programme implementation.
- Undertake 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 respective units in close collaboration with the operations team. This may include liaising with event management companies and caterers supporting the procurement process for these and related services.
- Follow up both internally with the operations unit and externally with counterparts to ensure supplies for programme implementation are delivered in a timely and accurate manner.

B. Research and knowledge management sharing support

- Compile and organize information and data pertaining to donors (both current and potential);
- Compile and organize data and information to assist in the preparation of periodic or ad-hoc financial reports relating to country office and donors to support the office in optimizing use of programme funds.
- 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
- 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).
- Gather and share information as needed in support of improving the processes and daily operations of the section;

C. Provision of programme financial and operational support through

- Support the processing of contracts for consultants and external partners pertaining to the section.
- Initiate procurement request for the projects and the team, ensuring compliance with UNFPA procurement procedures.
- Generate financial and programmatic Atlas and Cognos reports for the country programme as required.
- Perform Buyer roles in Atlas
- Correctly applying UNFPA rules, regulations and procedures in all activities

Others:

- Act as a back-up on selected functions for the G7 Programme Associates during their absence.
- Carry out any other duties as may be required by the supervisor and UNFPA leadership.



Qualifications and Experience:

Education:

Completed Secondary Level Education required. First level university degree desirable.

Knowledge and Experience:

- Six years of relevant experience in programme/ project management.
- Proficiency in current office software applications and a good basic knowledge of finances and mastery of a series of financial and spreadsheet software.
- Previous experience in the UN is an asset.
- Good knowledge of ERP, PeopleSoft or other web-based integrated system required.
- Good writing and communication skills.

Languages:

Fluency in oral and written English is required. Working knowledge of one or more of the Indian official languages is desirable, and knowledge of other UN languages is an asset.

Required Competencies:

Values: <ul style="list-style-type: none">• Exemplifying integrity,• Demonstrating commitment to UNFPA and the UN system,• Embracing cultural diversity,• Embracing change	Functional Competencies: <ul style="list-style-type: none">• Advocacy/ Advancing a policy-oriented agenda• Leveraging the resources of national governments and partners/ building strategic alliances and partnerships• Delivering results-based programmes• Internal and external communication and advocacy for results mobilisation
Core Competencies: <ul style="list-style-type: none">• 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 plus, health insurance, pension and other benefits as applicable.



Disclaimer

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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.