صندوق الأمم المتحدة للسكان

**The UNFPA Country Office in Yemen Sana’a is looking to fill the post of:**

**Post Title: Administrative Associate**

**Post Level: SB3**

The Administrative Associate is located in Country Offices (CO) and reports to the International Operations Manager.

**Job Purpose**

The Administrative Associate delivers quality services in HR, administration and finance to internal and external clients mastering all relevant rules, guidelines, processes and procedures. S/he takes a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing support and guidance to the CO and UNFPA-supported projects. S/he supervises clerical and support staff.

**Duties and Responsibilities:**

* Adapts processes and procedures, anticipates and manages operational requirements of programme/ project inputs under national execution in terms of personnel, sub-contracts, equipment, fellowships, study tours, and other programme and project-related events to facilitate programme/ project delivery.
* Prepares and monitors the administrative budget and ensures financial transactions are in accordance with UNFPA financial rules and procedures. Proposes procedures to improve internal controls and efficiency and respond to audit issues.
* Manages recruitment and selection process applying best practice HR tools and mechanisms, advises and briefs managers and project personnel on different types of contractual modalities, coordinates the performance appraisal process and advises on performance issues.
* Implements corporate systems and applications in support of finance and human resource management and country office operations, creates systems and mechanisms for effective management of UNFPA resources, and advises and trains project staff.
* Reviews procurement requests and initiates procurement procedures for office and project

equipment, supplies and services in a transparent and cost-effective manner; recommends procurement decisions. Contributes to the smooth running of the office by ensuring provision and maintenance of services and supplies following-up processes and maintaining up-to-date inventory and records.

* Reviews and prepares material for common system activities relating to common services and premises, cost recovery, privileges and immunities, entitlement and salary surveys, security etc.

**Work Relations**

The Administrative Associate supervises administrative and clerical staff at the CO. Internal contacts includes the International Operations Manager, the CO’s administrative management team, and the CO’s programme/ technical team.

**Minimum Qualifications**

**Education:**

A university degree or equivalent in business, logistics, management, or other related field.

**Knowledge and Experience:**

* Seven years of relevant experience in administration, finance or office management.
* Three years of experience in UN system in administration/procurement. Experience within UN is an asset.
* Proficiency in procurement applications and corporate IT systems.
* Yemeni Nationality only.

**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
* Communicating for impact

**Managerial Competencies:**

* Providing strategic focus
* Engaging internal/external partners and stakeholders
* Leading, developing and empowering people/ creating a culture of performance
* Making decisions and exercising judgment

**Functional Skill Set:**

* Providing logistical support
* Managing data
* Managing documents, correspondence and reports

### People Skills

* Recognizes & responds appropriately to the ideas, interests & concerns of others; gives credit to the contributions of others;
* Establishes clear performance goals, standards & responsibilities; manages them accordingly;
* Promotes a learning environment; facilitates the development of individual and team competencies.
* Managing information and work flow
* Planning, organizing and multitasking
* Supporting financial data analysis

**Languages:**

* Fluency in English and Arabic is required.

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­­­­­­­­­­­­­­UNFPA offers an attractive compensation package commensurate with qualifications and work experience. UNFPA offers equal opportunities however qualified females are strongly encouraged to apply.

Please send your application with covering letter including **P11 FORM:**

To: yemen.vac@unfpa.org or to UNFPA Address below:

UNFPA Hadda’a Street behind Lazourdi Hotel

P O Box 7272, Sana’a,

Deadline for applications: **05 May 2018**

Please note that only short listed candidates will be considered and notified