1. Organizational Location

The Project Assistant is located in Country Office (CO) and reports to the Statistics Specialist within the Population and Development Programme as well as the Statistics Sweden Programme Manager.

2. Job Purpose

The Project Assistant delivers quality services in Travel, administration, logistics, conferencing services 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 programme and UNFPA-supported projects.

3. Major Activities/Expected Results

Population and Development Programme
• Provides effective support to management of the programme and provides administrative and logistical support.
• Adapts processes and procedures, anticipates and manages operational requirements of the Programme under National or Direct execution in terms of personnel, sub-contracts, equipment, conferences, meetings, and other programme related events to facilitate programme delivery.
• Prepares, processes and follows-up on administrative arrangements and requirements related to official travel of staff, participants and counterparts.
• Provides logistical, protocol and conferencing support for workshops, conferences and meetings.
• Drafts routine correspondence.
• Maintains files of rules, regulations, administrative instructions and other related documentation.
• Maintains up-to-date work unit files (both paper and electronic).

Statistics Sweden
• Provides effective support to management of the project and provides administrative and logistical support.
• Adapts processes and procedures, anticipates and manages operational requirements of the Project under National or Direct execution in terms of personnel, sub-contracts, equipment, conferences, meetings, and other project related events to facilitate project delivery.
• Prepares, processes and follows-up on administrative arrangements and forms related to the official travel of staff, participants and counterparts.
• Provides logistical, protocol and conferencing support for workshops, conferences and meetings.
• Monitor incoming mail; drafts routine correspondence and takes and records minutes of meetings held with all counterparts; internal and external.
• Monitors and maintains project operational files, rules, regulations, administrative correspondence, financial reports, assets and all project documents (both paper and electronic).
• 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.
• 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 etc.
• Reviews status of relevant expenditures and compares with approved budget.
• Reviews requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds. of information for DSA, travel agencies and other administrative surveys;
• Participate in trainings for the operations/projects staff on administration whether offered by UNFPA or Statistics Sweden;
• Supervise logistical arrangements for visiting missions, ensure briefing kits are compiled, liaise with Field Security Coordination Officer (FSCO) and ensure
security clearance and visas are obtained for all staff and consultants travelling to the field;
- Provide other related administrative duties as required
- Assists the Project Manager as requested.

4. **Work Relations**

Work contacts will include the International Operations Manager, Administrative Associate at the CO, P&D Programme Associate and staff and the Statistics Sweden and P&D management and technical team.

5. **Job Requirements**

**Education:**

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

**Knowledge and Experience:**

- Five years of relevant experience in administration, finance or office management.
- Proficiency in current office software applications and corporate IT systems.

**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
Managing information and work flow
Planning, organizing and multitasking
Supporting financial data analysis

Languages:

Fluency in English and Somali is required.

Please note that this vacancy is open to Kenyan Nationals only. Applications with an updated CV and a completed http://www.escwa.un.org/main/vacancies/P_11.doc marked: “VA/FPA/SOM/02-I/2017 “Programme Assistant, Nairobi” in the subject line of the e-mail should be forwarded to the following email address: recruit.unfpa@unfpa.org.

UNFPA will only be able to respond to those applications in which there is further interest.

UNFPA Work Environment:
UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.

Disclaimer
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*No expectancy of renewal in accordance with UN Staff Regulations 4.5*