



Finance Associate – Reproductive Health and SGBV

Job title:	Finance Associate – Reproductive Health & SGBV
Level:	SB3 Peg 2
Position Number:	00144117
Location:	Colombo, Sri Lanka
Full/Part time:	Full time
Fixed term/Temporary:	Service Contract (Temporary)
Rotational/Non Rotational:	Non Rotational
Duration:	One year (Renewable)

The Position:

The Finance Associate – Reproductive Health and Sexual & Gender Based Violence (SGBV) delivers effective financial advice and services for the management of the project for the Improvement of Access to Information and Services of Sexual and Reproductive Health (SRH) and Rights and of Gender-based Violence for Women and Young People (the Project).

You will report directly to the Project Manager of the Japanese government funded project in UNFPA Sri Lanka in delivering effective financial advice and services.

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 new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

The UNFPA 2018-2022 country programme contributes to the equitable enjoyment of sexual and reproductive health and reproductive rights by all Sri Lankans, particularly among vulnerable women and young people, and to the achievement of the Sustainable Development Goals (SDGs) and the International Conference on Population and Development (ICPD) agenda. Within the classification of a middle-income country, UNFPA Country Office in Sri Lanka is engaged in policy advocacy and dialogue backed by evidence.

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:

Good sexual and reproductive health is a state of complete physical, mental and social well-being in all matters relating to the reproductive system. It implies that people are able to



have a satisfying and safe sex life, the capability to reproduce, and the freedom to decide if, when, and how often to do so.

When women and girls live a life free from violence, they can fully realize and exercise their sexual and reproductive health and rights. When young people have access to accurate information and services on sexual and reproductive health, they can make informed decisions about their bodies and lives. When population dynamics, shaped by people's sexual and reproductive health and choices, are used to inform policies, we can reach those furthest behind.

UNFPA Sri Lanka, with a grant in aid from the Government of Japan, will implement a three-year project to improve access to youth friendly SRH information and services, as well as promote SRHR of young people and women at the National level and the Provincial level targeting North, East, South and Central Provinces. This is an initiative between Japan and Sri Lanka for further implementation of the Women, Peace and Security agenda.

Under the direct supervision of the Project Manager and working in collaboration with an inter-disciplinary team in the Country Office, you will lead on all financial activities for the project and contribute to accelerate positive change on gender equality, empowerment of women and girls and respect for the human rights to achieve and sustain peace.

About the project:

The project will support the Government of Sri Lanka, specifically the Ministry of Health, Nutrition and Indigenous Medicine, Ministry of Education and the Ministry of Women and Child Affairs, and contribute to the realization of the Government's reconciliation agenda. In particular, this project will identify and improve SRH knowledge of community leaders, religious leaders, civil society and youth groups and service providers to facilitate attitudinal and behavior changes. At the community level, the project will implement a public awareness and sensitization campaign to change perceptions about SRH. At the organizational level, the project will build capacity of service providers and organizations to ensure access to quality services. This will ensure that individuals have the right knowledge and attitude towards SRH and will respect each other's choices with regard to SRH and facilitate the access to services.

You would be responsible for:

- Assisting in the management of the project budget, by formulating annual work plans, monitoring expenditures, and preparing work plan revisions and note to files as required;
- Supporting the monitoring of project 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;
- Compilation of financial data and regularly providing accurate, up to date financial information to the Project;
- Interpreting financial policies and procedures and identifying innovative ways in which project financial needs can be met within existing policies;



- Maintaining an effective financial recording and reporting system, and processing financial transactions in an accurate and timely way;
- Prepare and submit payment documents to UNFPA CO;
- Work with implementing partners to ensure timely and accurate forecasting and reporting of expenditures in accordance with UNFPA policies and procedures;
- Verify requests for advance of funds and itemized cost estimates from the Implementing Partners for their compliance with the approved Work Plan and budget;
- Verify FACE forms submitted by the Implementing Partners for their accuracy and compliance with the approved Work Plan and budget; negotiate all necessary corrective steps with the Implementing Partners;
- Prepare financial reports for internal and donor reporting;
- Carry out any other duties as may be required by UNFPA leadership.

Qualifications and Experience

Education:

Completed Advanced Level Education required. First level university degree in Finance, Business, Public Administration or similar discipline desirable.

Knowledge and Experience:

- Minimum 6 years of relevant experience in administration, finance or office management.
- Proficiency in current office software applications, web-based management and ERP financial systems.
- Prior experience in working with government authorities and civil society organisations.
- Prior experience in working with UN agencies is an asset.

Languages:

Full proficiency in English (including excellent writing and communication skills), and Sinhala or Tamil is required.

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">• Managing the organization’s financial resources• Providing procurement services• Ensuring facilities and assets management
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 and other benefits as per contract modality are 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.
