**Programme Assistant – SRHR and Population Data and Ageing**

**Job title: Programme Assistant – SRHR, PD and Ageing**

**Level: SC4, SB2 Peg 5**

**Position Number: TBD**

**Location: Colombo, Sri Lanka   
Full/Part time: Full time**

**Fixed term/Temporary: Service Contract**

**Rotational/Non Rotational: Non Rotational**

**Duration: One year (Renewable)**

**The Position:**

The Programme Assistant is located in the UNFPA office in Colombo and reports directly to the National Programme Analyst – SRHR and National Programme Analyst - Population Data and Ageing in UNFPA Sri Lanka.

The Programme Assistant supports the Programme leads in ensuring successful delivery of the annual work plans for the SRHR and Population data and ageing programmes. The Programme Assistant works in close collaboration with the National Programme Associate and with the operations team to provide effective and efficient programme and operational support to the SRHR and Population Data and Ageing programmes.

**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 (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:**

The Programme Assistant provides programme and administrative support for the coordination and implementation of programme and project activities.

**The Programme Assistant will be responsible for:**

* + Supporting the timely implementation of project activities by working with the programme leads, implementing partners (IPs) and other stakeholders;
  + Following up with IPs and collecting relevant data to help the preparation of budgets, finance reports, narrative reports and Monitoring and Evaluation reports;
  + Maintaining logs, files and updated records in prescribed format for subsequent use and to meet audit requirements; assisting in the archiving, filing, and maintenance of up to date electronic mailing lists;
  + Providing administrative support for the procurement of goods and services for the implementation of programme activities. This will include raising requisitions and following up on the issuance of purchase orders and payments as well as preparation of necessary documents for the recruitment and management of consultants. The Programme Assistant will need to keep abreast of changes to relevant programme-related policies, procedures, guidelines and processes and work closely with the Programme Associate and the operations team to obtain guidance on administrative and financial aspects to ensure compliance with relevant policies and procedures;
  + Performing basic search for information and preparing and updating background information, briefing note, concept note etc.
  + Assisting in setting up meetings with stakeholders and IPs and distribute minutes as necessary and providing administrative support for the organization of meetings, workshops, training, events and missions;
  + Assisting the development of communications materials to enhance UNFPA’s visibility and influence by providing information and progress updates;
  + Supporting quarterly monitoring and annual reporting of the programme milestones/activities on UNFPA’s Strategic Information System (SIS). This includes traveling to the field to support monitoring of activities and reporting on observations/findings; collecting and maintaining data and evidence to support timely completion of narrative and financial reports;
  + Supporting the IPs to ensure timely quarterly reporting in the UNFPA system (Atlas e-FACE);
  + Establishing and maintaining network of partner and public information contacts; and
  + Carrying out any other duties as may be required by UNFPA leadership.

**Expected outputs:**

* Effective implementation of the AWPs for the SRHR and Population Data and Ageing programme is supported.
* Increased visibility and better positioning of UNFPA and its work through improved engagement with stakeholders.
* Increased efficiency and compliance in procurement of goods and services.
* Timely completion of quarterly and annual reporting of progress of implementing partner and UNFPA workplans/milestones.

**Qualifications and Experience**

**Education:**

* Completed Advanced Level Education required.
* First level university degree in Business Management, Business Administration, accountancy, finance, Social Studies or related discipline is desirable.

**Knowledge and Experience:**

* Minimum five years of relevant experience in administration or programme/ project management.
* Proficiency in current office software applications, web-based management and ERP financial systems.
* Prior experience in working with UN agencies is an asset.
* Good working knowledge of ATLAS or other ERP systems is an asset.

**Languages:**

* Full proficiency in English and either Sinhala or Tamil is required.

**Required Competencies**

|  |  |
| --- | --- |
| **Values:**   * Exemplifying integrity, * Demonstrating commitment to UNFPA and the UN system, * Embracing cultural diversity, * Embracing change | **Functional Competencies:**   * Managing the organization’s financial resources * Providing logistical support and procurement services * Managing documents, correspondence and reports |
| **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 | |

**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**

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.

**Incumbent’s Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Immediate Supervisor’s Name & Signature Poorani Radhakrishnan and Sarah Soysa**

**Head of Office Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**