



## Programme Finance Associate

<b>Job title:</b>	<b>Programme Finance Associate</b>
<b>Level:</b>	<b>G6</b>
<b>Position Number:</b>	<b>217742</b>
<b>Location:</b>	<b>Chisinau, Moldova</b>
<b>Full/Part time:</b>	<b>Full time</b>
<b>Fixed term/Temporary:</b>	<b>Fixed-term</b>
<b>Rotational/Non-Rotational:</b>	<b>Non-Rotational</b>
<b>Duration:</b>	<b>One year with possible extension</b>

### The Position:

The post of Programme Finance Associate is located in the UNFPA Moldova Country Office and reports directly to the Programme Analyst. The incumbent provides financial, administrative and programmatic support to strengthen programme delivery and management and works in close collaboration with the Programme and Operations teams in UNFPA Moldova CO to ensure timely support to the programme implementation.

### 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 global Strategic Plan (2022-2025) focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture UNFPA's strategic commitments on accelerating progress towards realizing the 1994 International Conference on Population and Development (ICPD) Programme of Action in the last Decade of Action to achieve Agenda 2030 including the SDGs. UNFPA Strategic Plan calls upon UN Member States, organizations, and individuals to "build forward better", while addressing the negative impacts of health pandemics and climate crises on women's and young people's access to sexual and reproductive health (SRH) and reproductive rights, recover lost gains and realize our goals.

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 Finance Associate contributes to the development and implementation of effective Country Programme by providing financial, administrative and programme support to UNFPA's programmes. The incumbent will also contribute to research, financial management and operational and procedural guidance.



- The Programme Finance Associate provides administrative and financial support in implementation of program activities ensuring full compliance of program and financial processes with UN/UNFPA rules, regulations, policies and strategies;
- The Programme Finance Associate provides logistical support to programme implementation;
- The Programme Finance Associate provides organizational functions of the office in terms of providing effective communications support to the office; ensuring facilitation of knowledge building and management.

### **You would be responsible for:**

- Assist the programme team, in providing support to implementing partners on knowledge management and programme implementation through maintaining an easy reference and friendly access to contacts and mailing lists of partners, key stakeholders, consultants, UN agencies, donor, institutions, individuals, and other contacts;
- Assist in programme formulation and work-plan creation in Quantum Plus, maintain and update project profiles, including progress reports and work plan review in compliance with programme implementation guidelines;
- Collate programme related information and procurement needs; support programme personnel in their work plans, monitor and follow-up with Implementing partners on submission of progress and financial reports (e-Face);
- In accordance with the Work Plan arrange for procurement of equipment, supplies and services;
- In close collaboration and guidance of the CO team, support and coordinate the HACT assurance activities (spot check, audits) and support in follow up of any required action;
- Coach implementing partners on UNFPA financial rules and regulations to be followed, e-Face and on recording non-expendable items supported by UNFPA;
- In close collaboration with the CO team, follow up on any administrative matters entering the relevant requisition, facilitating release of payments, program supplies (inventory) management, assets, leave records and common premises;
- Manage recruitment and selection process of individual consultants (IC) applying best practice HR tools and mechanisms, advises and briefs managers and project personnel on IC policies and procedures. Prepare and issue contracts;
- In close collaboration with the CO team, support arrangement of domestic and international travels for staff and non-staff travels as well as follow up of submission of the mission reports by staff;
- In consultation with relevant staff, initiate draft documents, compile and process logistical, administrative and financial arrangements for meetings, events and workshops organized by the office;
- Receive visitors/officials; take minutes and/or notes, as required; prepare informal translations and act as interpreter as required; answer and screen telephone calls with tact and discretion;
- Sets up, and effectively maintain and monitors the filing system; sets up a follow up system to reduce repetitive action or filling gaps; manage online database of implementing partners; assist in archiving and maintain up-to-date electronic mailing lists;
- Prepare information and/or briefs, summaries and background documentation required by programme staff for official missions, programme functions, seminars, conferences, events and meetings including arranging audio-visual aids as required, projector and screen, preparing power point presentations and computer generated visuals such as graphs;
- Ensure optimal communication flows within the programme and with entire Country Office, and external counterparts, through effective use of written, verbal and electronic communication;



- Perform ad-hoc duties required by the Programme Analyst relating to monitoring and evaluation of the country programme and projects.

## **Qualifications and Experience**

### **Education:**

- Completed secondary level education (high school diploma) required.
- First level University (Bachelor's) degree in Public/Business Administration, Finance, Commerce, Accountancy/Chartered Accountancy and related field is preferred.

### **Knowledge and Experience:**

- Minimum of six (6) years with secondary level education (or three (3) years with a first level university degree) of relevant experience in programme, administration, finance or office management;
- Some experience in research assistance and general understanding of programme support, monitoring and evaluation is desirable;
- Good writing and communication skills with the ability to draft correspondence in a clear, accurate and concise manner;
- Previous experience and knowledge of protocol in the United Nations is an advantage,
- Good interpersonal, planning, organizational and multi-tasking skills;
- Ability to work independently and harmoniously in a multi-cultural and multi-ethnic team environment maintaining tact and discretion in all dealings;
- Computer literacy - Proficiency in the use of MS Office Packages and the Internet;
- Good knowledge of Quantum is an asset.

### **Languages:**

Fluency in English and Romanian is required.

Working knowledge of one or more additional languages relevant for Moldova, including Russian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

## **Required Competencies**

<p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• Exemplifying integrity,</li> <li>• Demonstrating commitment to UNFPA and the UN system,</li> <li>• Embracing cultural diversity,</li> <li>• Embracing change.</li> </ul>	<p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>• Logistical support</li> <li>• Managing data</li> <li>• Managing documents, correspondence and reports</li> <li>• Managing information and workflow</li> <li>• Planning, organizing and multi-tasking</li> <li>• Managing financial processes</li> <li>• Job knowledge / technical expertise</li> </ul>
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**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, pension, dependency allowances, annual/sick leave and other benefits as 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>

**Notice:**

UNFPA is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNFPA does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, abuse of authority and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks. Only shortlisted candidates will be contacted for the next phase of the selection process.