JOB DESCRIPTION
Project Administrative and Finance Associate

Job title: Project Administrative and Finance Associate
Level: SB 3.3
Position Number: 00152234
Location: Chisinau, Republic of Moldova
Full/Part time: Full-time
Fixed term/Temporary: Service Contract
Rotational/Non Rotational: Non Rotational
Duration: 1 year (with possibility of extension until 30 November 2022)

The Position:

Project Administrative & Finance Associate assists in the effective implementation of the project “Develop life skills and healthy behaviours of students in Vocational Education & Training for their development and job readiness” funded by the Austrian Development Agency and implemented by UNFPA Moldova Country Office.

The project aims to support VET students (boys and girls, including vulnerable and with disabilities) to practice safe reproductive health behaviours and adopt a healthy lifestyle. The specific objectives are threefold: 1. VET institutions are enabled to sustainably deliver the Decisions for a Healthy Lifestyle course, based on available materials, teacher preparation and friendly learning infrastructure; 2. VET institutions and business companies have capacities to support young people in their healthy development and safe behaviours; 3. VET staff, students, parents and business companies understand and promote the youth right to life skills based health education and reproductive health services. Project is targeting 12 VET institutions in Chisinau and in other regions of the country: from South region – Cahul; from Center region – Nisporenii, Rezina, Orhei; from North region – Edinet, Riscani, Balti and with 9 business companies who work with the selected VET institutions within dual education.

In implementing this project, Project Administrative & Finance Associate will work in close coordination with the Project Coordinator on life skills education in VET and Austrian Development Agency.

You will report directly to the Project Officer on life skills education in VET.

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.

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:**

Project Administrative & Finance Associate contributes to the effective implementation of the activities under the guidance of Project Coordinator on life-skills education in VET by applying efficiently UNFPA programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems. It is expected that you maintain collaborative relationships with all programme and project staff from UNFPA CO.

This project will engage both VET institutions and business companies at the national level so VET students, in particular girls, have more opportunities for decent employment and reduced transition time to labour market by building their life-skills and being empowered to practice safe and healthy behaviours.

Specifically, the project will focus on the following three areas: 1) enable VET institutions to sustainably deliver the Decisions for a Healthy Lifestyle course using by developing edutainment materials, train teachers and create friendly learning infrastructure; 2) capacitate VET institutions and business companies to support young people in their healthy development and safe behaviours in schools, dormitories and workplace; 3) work with VET staff, students, parents and business companies so they understand and promote the youth right to life skills based health education and reproductive health services.

Project Administrative & Finance Associate will be leading day-to-day administrative and financial parts of the project.

**You would be responsible for:**

**A. Ensure efficient project administrative management:**

- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;

- Provide support to national and international consultants and counterparts in the implementation of their tasks for the achievement of project results (communication, contracts, agenda, visas, hotel reservations, etc.);

- Maintain records on all project personnel/national consultants and their respective status (contracts, ToRs, time and attendance – if appropriate, etc.) in accordance with accepted policies and procedures;

- Prepare and issue contracts;

- Make pertinent logistical arrangements for the prompt and effective implementation of the programme activities;

- Draft minutes of project related meetings when required;

- Assume overall responsibility for administrative matters of a more general nature, such as registry and maintenance of project files and records;
• Arrange external and internal meetings (including Project Steering Committee meetings, technical level, as well as other relevant meetings etc.).

B. Ensure efficient project financial management:
• Prepare requests for advance of funds and/or direct payments;
• Monitor budget expenditures and maintain a proper record of approved project budgets and their revisions, including in relation with Implementing Partners;
• Prepare proposals for budget revisions;
• Prepare and submit expenditure and programme budget status reports;
• Respond to queries from the beneficiary, Austrian Development Agency and UNFPA with respect to financial aspects of the programme, liaise with UNFPA-appointed and external auditors wherever required;
• Prepare recurring reports as scheduled and special reports as required for budget preparations and audit;
• Advise and assist international advisors and national consultants on all aspects of allowances, travel claims and other financial matters and calculate payments due for claims and services;
• Assist the auditing performed by the project managers over the funds allocated to project. Ensure the compliance of allocated funds with the UNFPA norms and regulations;
• If necessary, travel for control and auditing purposes to the project;
• Undertake other financial and administrative tasks on an ad hoc basis.

C. Ensure effective project procurement:
• In accordance with the Work Plan arrange for procurement of equipment, supplies and services;
• Process in ATLAS the transactions in line with the Internal Control Framework;
• Arrange for equipment maintenance and insurance as required;
• Ensure that contractual processes follow the stipulated UNFPA procedures;
• Maintain an equipment and spare inventory including verification and transfer when required.

Carry out any other duties as may be required by UNFPA leadership, which contributes to the project efficient implementation.

Qualifications and Experience

Education:
University Degree in economics, finance, accounting, public administration, and/or other related areas.
Knowledge and Experience:

• At least 7 (seven) years of experience in administrative work, accounting/finance, economics, or other substantive area is required;
• Proficiency in current office software applications and corporate IT systems;
• Prior experience in development assistance or related work for a donor organization, governmental institutions and/or NGOs, is a very strong advantage;
• Knowledge of ATLAS / PeopleSoft or other ERP system is an asset;
• Strong interpersonal and organizational skills.

Languages:

• Fluency in both oral and written English and Romanian.
• 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

<table>
<thead>
<tr>
<th>Values:</th>
<th>Functional Competencies:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exemplifying integrity,</td>
<td>• Managing the organization’s financial resources,</td>
</tr>
<tr>
<td>Demonstrating commitment to UNFPA</td>
<td>• Providing procurement services,</td>
</tr>
<tr>
<td>and the UN system,</td>
<td>• Ensuring facilities and assets management,</td>
</tr>
<tr>
<td>Embracing cultural diversity,</td>
<td>• Providing logistical support,</td>
</tr>
<tr>
<td>Embracing change.</td>
<td>• Managing data,</td>
</tr>
<tr>
<td></td>
<td>• Managing documents, correspondence and reports,</td>
</tr>
<tr>
<td></td>
<td>• Managing information and work flow,</td>
</tr>
<tr>
<td></td>
<td>• Planning, organizing and multitasking,</td>
</tr>
<tr>
<td></td>
<td>• Supporting financial data analysis.</td>
</tr>
</tbody>
</table>

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 applicable.

This is a local position, therefore only citizens of the Republic of Moldova or others legally authorized to work in the country are eligible to apply.
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