

JOB DESCRIPTION

Project Administrative and Finance Associate

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| Job title: | Project Administrative and Finance Associate |
| Level: | SB 3.3 |
| Position Number: | |
| 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 31 December 2021) |

The Position:

The Project Administrative and Finance Associate assists in the effective management of the projects under the population and development portfolio.

Specifically, the Project Administrative and Finance Associate will provide necessary support for the projects implemented under the population and development portfolio, including, but not limited to the “Estimation of resident population at sub-national level and institutional support to NBS” project, funded by the Swiss Agency for Development and Cooperation in Moldova (SDC) and “Improve availability of administrative data for tracking progress of the ICPD agenda in the framework of SDGs” project, financed by the India – UN Development Partnership Fund through UN Office for South-South Cooperation. Both projects are implemented by UNFPA, United Nations Population Fund (UNFPA) in cooperation with the National Bureau of Statistics.

You will undertake a range of actions contributing to the design, planning, management and monitoring of project activities.

You will report directly to the Project Officer.

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:

UNFPA, under the population and development portfolio, implements a set of programmes in the area of population and migration statistics, monitoring the ICPD and SDGs as well as in advancing Moldovan Government in moving forward data-driven and rights-based demographic policies. As part of these, there are several active projects, for which finance and administrative expertise is required.

Specifically, the Project Administrative and Finance Associate will provide necessary support for the projects “Institutional support to the National Bureau of Statistics” funded by the Swiss Agency for Development and Cooperation in Moldova (SDC) and “Improve availability of administrative data for tracking progress of the ICPD agenda in the framework of SDGs” financed by the India – UN Development Partnership Fund through UN Office for South-South Cooperation. The overall goal of these projects are to revise population and migration estimates at sub-national level and set-up a statistical population register that will unify all administrative data sources / registers in alignment with international regulations and practices on administrative data and provide support in improving availability of indicators in monitoring the ICPD agenda for tracking the SDGs progress in the Republic of Moldova.

You will have a key role in ensuring the effective implementation of the activities under the guidance of Project Officer 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.

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 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 co-funders 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;
- Prepare proposals for budget revisions;
- Prepare and submit expenditure and programme budget status reports;
- Respond to queries from the beneficiary, Swiss Agency for Development and Cooperation, UN Office for South-South Cooperation 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 Romanian and English 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

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| <p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change | <p>Functional Competencies:</p> <ul style="list-style-type: none"> • Managing the organization’s financial resources, • Providing procurement services, • Ensuring facilities and assets management, • Providing logistical support, • Managing data, • Managing documents, correspondence and reports, • Managing information and work flow, • Planning, organizing and multitasking, • Supporting financial data analysis |
| <p>Core Competencies:</p> <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 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>