



Administrative and Finance Associate

Job title:	Administrative and Finance Associate
Level:	GS-6
Position Number:	219960
Location:	Rabat, Morocco
Full/Part time:	Full-Time
Fixed term/Temporary:	Fixed Term
Rotational/Non Rotational:	Non-Rotational
Duration:	One year (renewable)

The Position:

The Administrative and Finance Associate delivers effective administrative and financial advice and services to internal and external clients, providing finance related guidance to both Country Office (CO) and UNFPA supported projects.

You will report to the Operations Manager/ Operations Specialist. You may supervise administrative and clerical staff at the CO.

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 (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and 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 our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health 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:

You will support the effective management of UNFPA programme activities in the areas of population and development, reproductive health and gender.



Possessing a depth of knowledge of UNFPA financial rules, guidelines, and processes, you will demonstrate a client-oriented, results-focused approach to interpreting rules, procedures and guidelines. You will act in an advisory manner to programme / project staff to maximise the impact of financial resources in delivering programmes / projects.

You would be responsible for:

Administrative support

- Preparing ICC and professional contracts and providing a support in the organization and logistical aspects of all events in accordance with UNFPA guidelines and procedures.

Financial support

- Supporting the monitoring of programme 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.
- Developing effective mechanisms for monitoring programme and project budgets; coordinating compilation of financial data; and regularly providing accurate, up to date financial information to HQ and regional offices.
- Interpreting financial policies and procedures and providing training and guidance to staff and project managers. Striving to identify innovative ways in which programme financial needs can be met within existing policies.
- Assisting in the management of the CO budget, by budget formulation, controlling allotments, monitoring expenditures, and preparing revisions as required.
- Maintaining an effective financial recording and reporting system, internal control and audit follow-up; and processing financial transactions in an accurate and timely way.
- Reviewing and monitoring charges for common services and cost recovery, taking into account maximum cost efficiency; representing UNFPA's interests in financial negotiations and agreements.
- Participating in HACT spot checks and also carrying out reconciliation of Support Costs paid to IPs to ensure compliance with guidelines and identifying inclusion of indirect costs in IP expenditure reports;
- Assisting with the planning, monitoring and timely implementation of year-end financial closure procedures;
- Supervising administrative and clerical staff as required.

Any other duties as assigned by the Operations Manager/ Operations Specialist



Qualifications and Experience:

Education:

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

Knowledge and Experience:

- Six years of relevant experience in administration, finance or office management.
- Proficiency in current office software applications, web-based management and ERP financial systems.

Languages:

Fluency in French and Arabic is required. English is desirable.

Required Competencies:

<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
<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 	<p>Managerial Competencies: (if supervising staff)</p> <ul style="list-style-type: none"> • Providing strategic focus, • Engaging in internal/external partners and stakeholders, • Leading, developing and empowering people, creating a culture of performance • Making decisions and exercising judgment

UNFPA Work Life Environment:

UNFPA provides a work environment that reflects the values of gender equality, teamwork, embracing diversity in all its forms, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.



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.