**Term of Reference**

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| **Job title:** | **Programme/Operation Assistant** |
| **Posting Title** | **National Post: Roster, Programme/Operation Assistant** |
| **Level:** | **GS5** |
| **Position Number:** | **Roster** |
| **Location:** | **Dili, Timor Leste** |
| **Full/Part time:** | **Full-Time** |
| **Fixed term/Temporary:** | **Fixed Term** |
| **Rotational/Non Rotational:** | **Non-Rotational** |
| **Duration:** | **One year (renewable)** |
| **Posting date:** | **Wednesday, 31st March 2021** |
| **Closing date:** | **Tuesday,20th April 2021 at 17.00 p.m.** |

**The position:**

The Programme /Operation Assistant is located in Country Offices (CO) and reports to Assistant Representative / International Operation Manager.



*[i] No expectancy of renewal in accordance with UN Staff Regulation 4.5*

**How you can make a difference:**

UNFPA is the leading 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:**

The Programme/Operation Assistant will provide program, administrative, procurement and logistical support to strengthen program and/or operation teams.

**You would be responsible for:**

* Support formulation of the country programme and component projects, by contributing to compilation of relevant information in support of formulation and drafting of funding proposals and / or project documents and work plans.
* Support, routine implementation and management of the projects in terms of timely delivery of project inputs, HR, logistical, financial, procurement, and administrative inputs, and timely submission of reports.
* Provide logistical support to projects through coordinating related meetings, workshops and events.
* Support monitoring of programme / projects financial performance, by providing necessary financial information, including implementation rate against indicators/results; detecting potential over/under expenditure problems and proposing remedial action.
* Supporting the evaluation of project and programme activities, conducting field visits, participating in review meetings, and preparing regular inputs to status and progress reports.
* Maintaining an effective internal control and audit follow-up; and processing routine transactions in an accurate and timely manner.

**Qualifications and Experience:**

**Education:**

Completed Secondary Level Education required. First level university degree desirable.

**Knowledge and Experience:**

* 5 years for secondary education, or 2 years for University degree of relevant administrative or programme experience is required at the national level in programme/ project management.
* Proficiency in current office software applications and corporate IT systems.

**Languages:**

Fluency in English; working knowledge of Tetum and Bahasa is an added advantage.

**Required Competencies:**

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| **Values:**   * Exemplifying integrity, * Demonstrating commitment to UNFPA and the UN system, * Embracing cultural diversity, * Embracing change | **Functional Competencies:**   * Advocacy/ Advancing a policy-oriented agenda * Leveraging the resources of national governments and partners/ building strategic alliances and partnerships * Delivering results-based programmes * Internal and external communication and advocacy for results mobilization |
| **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 | |

**How to apply:**

*Interested candidates should submit an application letter and a completed United Nations Personal History (P11) Form by email to* [***timor-leste.office@unfpa.org***](mailto:timor-leste.office@unfpa.org)*. The P11 is available on the UNFPA websites at* [***https://timor-leste.unfpa.org/en/vacancies***](https://timor-leste.unfpa.org/en/vacancies)***.***

*Hard copies application with duly completed P11 and CV could be submitted to the UNFPA office (in a sealed envelope addressed to Jose Soares).*

*UNFPA will only be able to respond to those applications in whom UNFPA has a further interest. For the one who applied before, no need to re-submit their application.*

*UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balances gender distribution.*

*We offer an attractive remuneration package commensurate with the level of the position.*

*Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDs status.*

*Qualified men and women are equally encouraged to apply.*

Approved by:

Mr. Ronny Lindstrom

Representative, UNFPA