



## Programme Assistant

<b>Job title:</b>	<b>Programme Assistant</b>
<b>Level:</b>	<b>GS-5</b>
<b>Position Number:</b>	<b>00186341</b>
<b>Location:</b>	<b>Sarajevo, Bosnia and Herzegovina</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 (renewable)</b>

### The Position:

The Programme Assistant assists in implementation of UNFPA Country Programme in Bosnia and Herzegovina. He/She provides integrated programme and operational support within a systems strengthening approach fundamental to UNFPA's overall strategy. The Programme Assistant works in close collaboration with the Administrative/Financial, Programme and country office personnel to exchange information and ensure consistent service delivery. You will report to the Population and Development Program Specialist and the Admin/Finance Associate. <

### 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 play an instrumental role in implementation of the UNFPA's country programme and projects, providing programmatic, administrative and financial support to the programme and operations team.



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

- Provides significant input into arranging programme activities, including supporting programme officers in preparation of budget, arranging venues, materials, helping in preparation of the presentations.
- Contributes to the preparation of programme and financial reports by collecting information, preparing tables, drafting selected sections of the report etc.
- Assists with programme related procurement of services/goods and ensures that procurement is in accordance with UNFPA Procurement Procedures: collects supporting documents; obtains price quotations and prepares comparative tables; makes logistical arrangements for the delivery, including customs clearance and distribution; obtains Receipt and Inspection Reports and acceptance reports from national counterparts.
- Provides support on national execution under the HACT modality, including support in HACT assurance activities, such as spot checks, audits and etc.
- Compiles relevant background materials and prepares briefs and summaries if requested. Maintains database of public information contacts and potential donors.
- Arranges programme meetings, including organizing the venue, preparing draft minutes of programme meetings, communicating draft minutes to the participants and receiving feedback. Ensures quality and completeness of filing of programme documents.
- Assists in the archiving, filing, and maintenance of up to date electronic mailing lists on programme and technical matters.
- Undertakes all logistical, administrative and financial arrangements required for the successful planning and delivery of technical workshops, inter-agency meetings, panel discussions, roundtables, missions, and other events organized by the output managers in close collaboration with the operations team. This may include liaising with event management companies and caterers supporting the procurement process for these and related services.
- Provides logistical support to programme events by gathering and compiling data and information for the preparation of events documents, speeches and position papers. This includes (but is not necessarily limited to) preparing and distributing COA authorization letters; collecting and following up on nominations and registration; preparing list of participants; managing programme related travel and visa requirements, circulating events materials.
- Raises requisitions in ATLAS with input from designated clients.



- In coordination with designated UNFPA Country Office’s Monitoring and Evaluation officer collects and processes information relevant to programme monitoring and evaluation and programme indicators.
- Translates and drafts letters and other programme documents as well as provides oral translation as may be assigned by country office management;
- Undertake any other assignment that may be requested by the UNFPA Assistant Representative or Population and Development Program Specialist and the Admin/ Finance Associate.

**Qualifications and Experience:**

**Education:**

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

**Knowledge and Experience:**

- Five years of relevant experience in programme/ project management.
- Previous experience in the UN is an asset;
- Strong interpersonal and organizational skills;
- Good writing and communication skills.
- Proficiency in current office software applications and corporate IT systems.

**Languages:**

Fluency in English and Bosnian/Croatian/Serbian is required

**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>● Advocacy/ Advancing a policy-oriented agenda</li> <li>● Leveraging the resources of national governments and partners/ building strategic alliances and partnerships</li> <li>● Delivering results-based programmes</li> <li>● Internal and external communication and advocacy for results mobilisation</li> </ul>
<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>● Achieving results,</li> <li>● Being accountable,</li> <li>● Developing and applying professional expertise/business acumen,</li> <li>● Thinking analytically and strategically,</li> <li>● Working in teams/managing ourselves and our relationships,</li> <li>● Communicating for impact</li> </ul>	



**Compensation and Benefits:**

This position offers an attractive remuneration package including a competitive net salary plus health insurance 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>