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| **I. Position Information** |
| Job Title: Project Administrative/Finance AssistantDepartment: 54300 Reports to: Project Coordinator  | Grade Level: SB3/1Bureau: UNFPADirect Reports: NA | Position Number: 00197716Position designation:with no mobility requirementDuty Station: Baku, Azerbaijan |
| Career Track: N/ACareer Stream: GenderContract Modality: Service Contract (SC) Contract Duration: 1 (one) year service contract with possibility for extension subject to satisfactory performance and project duration |

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| II. Background and Organizational Context |
| UNFPA is the United Nations sexual and reproductive health agency. Our mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.Gender-based violence is one of the most prevalent human rights violations in the world. It knows no social, economic or national boundaries. Worldwide, an estimated one in three women will experience physical or sexual abuse in her lifetime. Gender-based violence undermines the health, dignity, security and autonomy of its victims, yet it remains shrouded in a culture of silence. UNFPA, as a lead agency in working to [respond to and reduce gender-based violence](https://www.unfpa.org/publications/getting-to-zero), supports programmes in over 150 countries and territories worldwide in humanitarian, peace and development settings.The overall objective of the four-year Programme ***“Rising Up Against the Pandemic of Violence Against Women”***implemented by UNFPA at the global and national levels including Azerbaijan is to ensure increased and sustained accessibility and availability of quality services for survivors of GBV including the most marginalised, through increased GBV case management capacity and system strengthening. More specifically, the programme aims to increase uptake of response services, raise community awareness of GBV and mitigate and prevent further violence by assessing existing case management systems (Objective 1), institutional partnerships to launch credentialled pre-service and in-service social work training focused on high-quality GBV case management in alignment with international best practices (Objective 2), strengthened case management systems (Objective 3), strengthened and expanded frontline service delivery to enable effective case management (Objective 4), increases access to GBV case management services by community engagement (Objective 5). The Programme’s national component collates global and regional experiences to coordinate activities that will have an impact across all five countries within this proposal, namely Azerbaijan, El Salvador, Indonesia, Madagaskar and Zimbabwe. The Azerbaijani share of the programme targets government bodies, civil society organizations, and direct beneficiaries in the communities. It envisions a series of intervention strategies designed to contribute to the respective government’s efforts in preventing and addressing gender based violence. This is the first UNFPA programme in Azerbaijan dedicated to case management strengthening in partnership with Government, accreditation/educational facilities and civil society. Two unique aspects of this project are innovative in approach: (1) The institution of a systematic process for the development, practice, and renewal of professional case management skills; and (2) the transition to differentiated response based on GBV experiences across the life cycle and among the most marginalized populations. This is a Global Programme led by UNFPA and funded by Takeda Pharmaceutical Company (Japan) and UNFPA. |

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| III. Position Purpose |
| The Project Administrative/Finance Assistant will work under overall guidance of the UNFPA Programme Analyst (Gender) with direct report to the Project Coordinator and will be responsible for provision of necessary support to the project team with implementation of all project components.  |

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| IV. Key Duties and Accountabilities |
| In this section list up to five primary functions/accountabilities of the position (Typically one sentence each) and examples of duties that must be performed to successfully accomplish key responsibilities.  |
| 1.) Support the Project Coordinator with effective management of the project in line with the application package, workplans and other related project documents |
| ***Example of Duties:*** | * Contribute to day to day planning and implementation of all project interventions;
* Manage the logistics of and coordinating content development for related meetings, conferences, trainings, and other project-related events;
* In close collaboration with the project team implement any additional project related actions assigned by the Programme Analyst (Gender) that might be deemed appropriate for the implementation of UNFPA support
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| 2.) Support the Project Coordinator with efficient use of the available financial resources of the project |
| ***Example of Duties:*** | * Adhere to relevant internal control systems and processes in line with UNFPA financial rules and procedures and donor guidelines to facilitate financial monitoring and reporting;
* Prepare annual operational budgets and reports in close collaboration with the project team;
* Provide support with development of all project related contracts including individual contracts and subcontracts;
* Ensure effective and timely processing of all project related payments;
* Ensure that all supporting documents for financial transactions are adequately collected, stored and filed for the purposes of UNFPA and donor reporting
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| 3.) Support the Project Coordinator with technical assistance, advocacy and information management |
| ***Example of Duties:*** | * Closely work with the country office gender team and the project team for preparing advocacy materials to effectively integrate GBV prevention and response into the national and local policy frameworks;
* Provide necessary technical support to guide development, review and finalisation of project’s resource materials/guidelines in close collaboration with the project team;
* Provide inputs to monthly analytical reports on emerging issues regarding GBV prevention and response chain;
* Provide necessary support to the Project Coordinator with technical support to partner government institutions and other stakeholders to effectively implement all project interventions;
* Provide necessary support to the Project Coordinator to promote awareness regarding available GBV protection chain in close collaboration with the project team;
* Provide necessary support to the Project Coordinator for documenting best practices to address GBV through increased social work case management to generate additional knowledge on the issue among all relevant partner institutions
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| 4.) Support the Project Coordinator with strategic engagement, networking and collaboration with all project stakeholders and target beneficiaries |
| ***Example of Duties:*** | * Provide necessary support to the Project Coordinator to prepare and participate in regular work planning and progress reporting meetings with the project team, donor and partners to identify inter alia response gaps in line with proposed work plan (including geographic coverage and programmatic scope) and seek solutions to fill gaps;
* Contribute to maintenance of mutually beneficial working relationships with relevant government officials, CSOs, gender advisory groups, local authorities and international partners to ensure effective implementation of the project, achievement of project goals and objectives and information exchange and coordination in the area of GBV prevention and response;
* Provide necessary support to the Project Coordinator to supervise the work of project consultants and sub-contractors in close collaboration with the project team
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| 5.) Support the Project Coordinator with M&E and Reporting |
| ***Example of Duties:***  | * Provide necessary support to the Project Coordinator to develop a project monitoring plan and tools to conduct regular monitoring of project progress against agreed work plans and log-frames;
* Under the guidance of the Project Coordinator monitor and report on all activities of the project in close collaboration with the project team;
* Contribute to knowledge creation by supporting the Project Coordinator with documenting best practices, replicable strategies as well as lessons learnt and ensure wide dissemination of this information;
* Assist UNFPA gender team in preparing regular progress and annual reports as needed;
* Contribute to project evaluation assignments as needed
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| Supervisory/Managerial Responsibilities: NA |

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| V. Requirements: |
| In this section, describe the qualification requirements of the position.  |
| ***Education*** |
| Bachelor’s degree in Management, Social Sciences, Business Administration or other related discipline  |
|  ***Experience, Knowledge, and Skills*** |
| **List:** * Minimum 2 years with Bachelor’s degree of progressively responsible experience in providing administrative/finance support, preferably in international development organizations;
* Previous experience with international organizations including UN/UNFPA and/or other international organizations will be considered as an asset;
* Experience with the projects on social work case management to support survivors of gender-based violence and/or other vulnerable population groups will be considered an asset;
* Fluency in English and Azerbaijani, both oral and written, is required.
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| ***Expected Demonstration of Competencies*** |
| ***Core : Full list of UNDP Core Competencies can be found*** [***here***](https://www.undp.org/sites/g/files/zskgke326/files/2021-12/CoreBehaviouralCompetencies.pdf) |
| **Achieve Results:** | LEVEL 1: Plans and monitors own work, pays attention to details, delivers quality work by deadline |
| **Think Innovatively:** | LEVEL 1: Open to creative ideas/known risks, is pragmatic problem solver, makes improvements  |
| **Learn Continuously** | LEVEL 1: Open minded and curious, shares knowledge, learns from mistakes, asks for feedback |
| **Adapt with Agility**  | LEVEL 1: Adapts to change, constructively handles ambiguity/uncertainty, is flexible  |
| **Act with Determination**  | LEVEL 1: Shows drive and motivation, able to deliver calmly in face of adversity, confident |
| **Engage and Partner** | LEVEL 1: Demonstrates compassion/understanding towards others, forms positive relationships |
| **Enable Diversity and Inclusion** | LEVEL 1: Appreciate/respect differences, aware of unconscious bias, confront discrimination  |
| ***Cross-Functional & Technical competencies (insert up to 7 competencies)***

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| ***Thematic Area*** | ***Name*** | ***Definition*** |
| Business Management | Monitoring | Ability to provide managers and key stakeholders with regular feedback on the consistency or discrepancy between planned and actual activities and programme performance and results |
| Ethics | UN policy knowledge - ethics | Knowledge and understanding of the UN Staff Regulations and Rules and other policies relating to ethics and integrity |
| Administration & Operations | Documents and records management | Overall document (hard or electronic) management; registry and retention policy including storing and archiving |
| Finance | Accounting (General) | Knowledge of accounting concepts, principles, frameworks, standards, regulations, policies and trends, and ability to apply this to strategic and/or practical situations |
| Finance | Budget management | Ability to support budgetary aspects of work planning process, drawing and management of team budgets |

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| **VI. Keywords** |
| List 3-5 most important skills from competencies required for the position – limited to 1-3-word descriptions – that will help inform workforce planning of critical skill supply and demand. Financial managementRegular monitoring Strategic networkingTechnical assistance |

**How to apply: Please follow the** [**UNFPA Career Website**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Festm.fa.em2.oraclecloud.com%2FhcmUI%2FCandidateExperience%2Fen%2Fjob%2F10967&data=05%7C01%7Caysel.ganbarli%40undp.org%7C4bd578a46e2e407dda1d08db5dd15751%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C638206925913189331%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=cpfPukU5GajWZrnb3mdIh28VyI8OsyxQ4YE8Lw85YJQ%3D&reserved=0) **to submit online application**

**Deadline: 08 June 2023, 23.59 pm New York time**