



JOB DESCRIPTION

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| Official Job Title: | Administrative Associate Duty Station: Tanzania |
| Grade (Classified) | GS-7 |
| Post Number: | 4325 |
| Post Type: | One year fixed term initially - renewable |
| Closing Date: | 28 January 2015 |

1. Organizational Location

Under the guidance and supervision of the UNFPA Representative and direct supervision of the International Operations Manager, the Administrative Associate provides functional leadership in human resource and administrative and procurement systems of the Country Office. He/she supervises clerical and support staff.

2. Job Purpose

The Administrative Associate delivers quality services in HR, administration and procurement to internal and external clients mastering all relevant rules, guidelines, processes and procedures. S/he takes a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing support and guidance to the CO and UNFPA-supported projects. S/he supervises clerical and support staff.

3. Major Activities/Expected Results

- Adapts processes and procedures, anticipates and manages operational requirements of programme/ project inputs under national execution in terms of personnel, sub-contracts, equipment, fellowships, study tours, and other programme and project-related events to facilitate programme/ project delivery.
- Prepares and monitors the administrative budget and ensures financial transactions are in accordance with UNFPA financial rules and procedures. Proposes procedures to improve internal controls and efficiency and respond to audit issues.
- Manages recruitment and selection process applying best practice HR tools and mechanisms, advises and briefs managers and project personnel on different types of contractual modalities, coordinates the performance appraisal process and advises on performance issues.
- Implements corporate systems and applications in support of finance and human resource management and country office operations, creates systems and mechanisms for effective management of UNFPA resources, and advises and trains project staff.

- Reviews procurement requests and initiates procurement procedures for office and project equipment, supplies and services in a transparent and cost-effective manner; recommends procurement decisions. Contributes to the smooth running of the office by ensuring provision and maintenance of services and supplies following-up processes and maintaining up-to-date inventory and records.
- Reviews and prepares material for common system activities relating to common services and premises, cost recovery, privileges and immunities, entitlement and salary surveys, security etc.

4. Work Relations

The Administrative Associate supervises administrative and clerical staff at the CO. Internal contacts include the International Operations Manager, the CO's administrative management team, and the CO's programme/ technical team.

5. Job Requirements

Education:

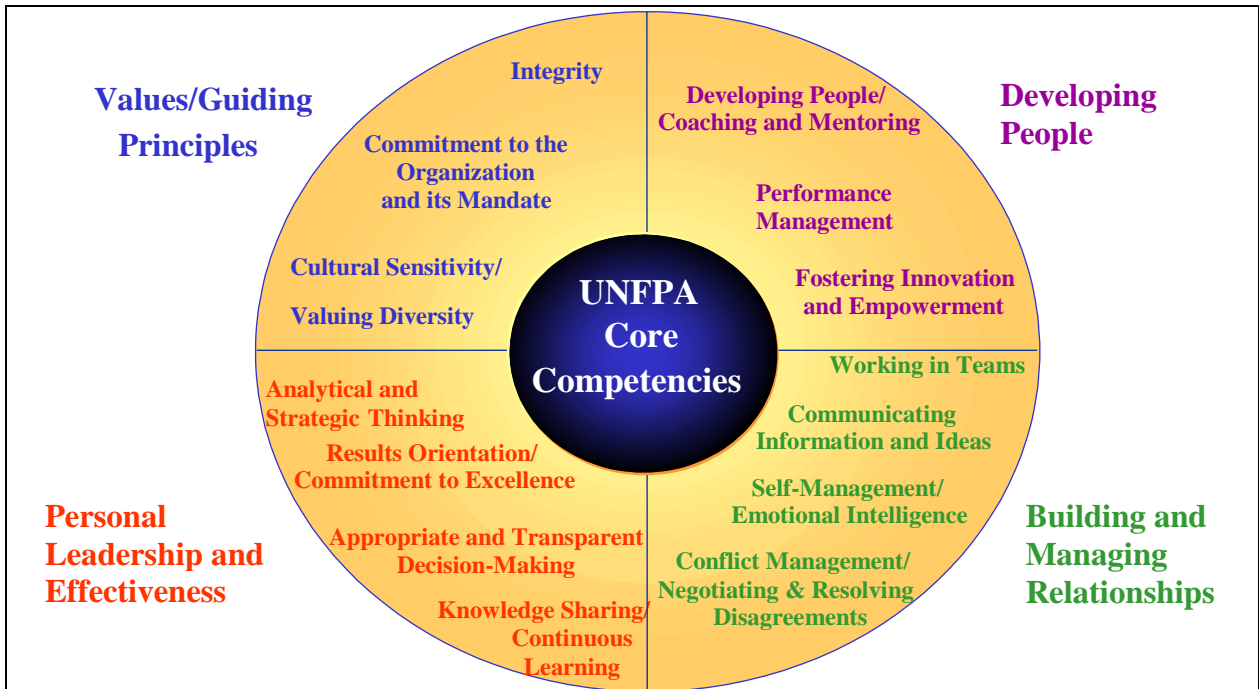
Completed Secondary Level Education required. First level university degree desirable.

Knowledge and Experience:

- Seven years of relevant experience in administration, finance or office management.
- Proficiency in current office software applications and corporate IT systems.

Required Competencies:

Core Competencies: See the Diagram Below



Functional Competencies:

- *Business acumen* – Applies the results of analysis and sound business judgment to make timely decisions by analyzing the environment, and identifying issues, opportunities, and risk factors. Actively keeps up-to-date with best business practices and provides quality control over projections.
- *Implementing management systems* – Leads implementation of corporate management systems and designs appropriate systems and applications in support of UNFPA's programme and administrative operations by researching best practices, refining and enhancing existing systems and identifying and recommending remedial measures to address problems.
- *Client orientation* – Contributes to positive outcomes for the client, anticipating and addressing his/her needs and concerns. Uses discretion and flexibility in interpreting rules to meet client needs and seeks feedback on service provision. Creates an enabling environment for a smooth relationship between client and service provider.

Languages:

Fluency in English is required. Depending on the duty station, a working knowledge of another UN language such as French, Spanish, Arabic, Chinese or Russian may be required.

How to Apply:

Applicants are kindly requested to send their CV and P11 form which can be accessed through <http://tanzania.unfpa.org/drive/P11-UNFPA-Tanzania.doc> along with a cover letter to UNFPA's Office in Dar es Salaam by e-mail to tanzania.office@unfpa.org by 28 January 2015. Please indicate clearly in the cover letter the post reference, otherwise your application may not be considered. Applicants will be short-listed on the basis of their qualifications and work experience. Only the short-listed candidates will be invited for interview.