



Terms of Reference – Programme Assistant United Nations Population Fund (UNFPA)

Post title:	Programme Assistant
Grade	SB3-II
Duration:	One year Renewable
Contract type:	Service Contract (SC)
Duty station:	Dar es Salaam, United Republic of Tanzania
Organizational unit:	UNFPA Tanzania

Organizational Setting:

UNFPA in Tanzania supports the Government population programme in areas of Reproductive Health, Population and Development and Gender. It is seeking the services of a Programme Assistant to support its Reproductive Health Programme. The Programme Assistant is expected to interact with the entire programme team and contribute to the achievements of the population programme in its design, planning and management by providing logistical support, monitoring project implementation and following up on recommendations.

Main Functions

- Participates in the identification and formulation of the country programme and component projects, by compiling and analyzing information in the subject areas of UNFPA assistance to the Government, assists in drafting project documents and work plans and prepares tables and statistical data.
- Assists in the monitoring of project and programme activities, managing and using established monitoring and implementing mechanisms to systematically assess the achievement of results, conducting field visits, when relevant, participating in review meetings and preparing regular inputs to status and progress reports. Analyzes basic factors affecting the achievement of results, recommends corrective actions and coordinates follow up on recommendations.
- Understands and uses UNFPA programme and financial policies and procedures for the effective financial recording and reporting system, internal control and audit follow-up and processes financial transactions in an accurate and timely way.
- In coordination with national counterparts and project personnel assists in routine implementation of assigned projects, and coordinating the delivery of project inputs, e.g. track reports, prepare budget revision and transfer form and take follow up actions, record the Programme meeting minutes and draft letters/memos under PO's supervision, and generate transaction details as per supervisor's request, preliminary review of FACEs and progress report and work plan
- Provides logistical support to projects by coordinating review meetings and other project related workshops and events. Assists the Programme Officers in providing project personnel and staff guidance on national execution under the HACT modality and programme policies and procedures, e.g. prepare letters & memos, create vendor information, requisitions, purchase orders, keep both electronic and paper files, send and log all the outgoing correspondence,

- Provides translation to Programme Officers and other International Staff during meetings and monitoring visits
- Contributes to the creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches of the Country Office and drafting relevant materials for dissemination
- Supports the advocacy work of the Country Office by compiling and synthesizing relevant background material for use in discussions and public events, and
- Any other tasks as requested by the Representative and Deputy

Functional Competencies

- Planning, organizing and multi-tasking
- Logistical support
- Managing information and work flow
- Managing data
- Managing documents, correspondence and reports
- Job knowledge

Corporate Competencies:

Values/Guiding Principles

- Performance Management
- Working in Team
- Communicating information and ideas
- Analytical and strategic thinking
- Results orientation/commitment to excellence
- Knowledge sharing/Continuous learning

Job Requirements:

Academic Requirements:

Bachelor's degree in Social Science, Business Administration, Public Administration, Finance, Information Technology, economics or related field is preferable.

Experience:

3-5 years of relevant experience in the public or private sector.

Languages:

Fluency in oral and written English and Swahili

Computer skills:

Proficiency in current office software applications, particularly word processing, spreadsheets, internet and PowerPoint.

How to Apply:

Applicants are kindly requested to apply through the link below: https://jobs.undp.org/cj_view_job.cfm?job_id=56176 by **15 May 2015**.

Note: After initial submission, you will be prompted to upload your CV please upload a copy of updated P11 Form and CV which is mandatory. P11 form and can be accessed at <http://tanzania.unfpa.org/drive/P11-UNFPA-Tanzania.doc>. The detailed Terms of Reference (TOR) is posted on the UNFPA Tanzania Country Office website accessible via URL <http://tanzania.unfpa.org> .

Applicants will be short-listed on the basis of their qualifications and work experience. Only the short-listed candidates will be invited for interview.