



THE UNITED NATIONS POPULATION FUND

Sub-regional Office for the Caribbean invites applications from suitably **qualified nationals of Guyana and Caribbean nationals residing in Guyana**

This is not an international position

JOB ID NO.: 23498
CLOSING DATE: **12th February 2025**
POST TITLE: Programme Assistant
POST LEVEL: GS-5
CATEGORY: Fixed Term
POST NUMBER: 00108543
POST TYPE: Non-rotational
DUTY STATION: UNFPA Sub-regional Office, Guyana
DURATION: One year (renewable)
ORGANIZATIONAL UNIT: UNFPA Sub-regional Office for the Caribbean

Organizational Setting and Location

Under the direct supervision of the Liaison Officer, the Programme Assistant supports the design, planning and management of UNFPA's program by providing administrative support, facilitating the operational support to achieve the UNFPA mandate and following up on audit recommendations.

The Programme Assistant applies established systems and procedures and assists in knowledge management by compiling, synthesizing information relevant to population and development, reproductive health and rights and gender issues, including supporting the implementation of UNFPA's knowledge sharing approach in program development.

The Programme Assistant will provide support to ensure that the business processes are followed in the processing of financial transactions related to office management and operations. He/she is instrumental in facilitating administrative support, office management/operations, including maintenance of office documents and registry functions using and developing appropriate mechanisms and systems –particularly Atlas ERP- and ensuring compliance with established procedures.

Duties and Responsibilities, *inter alia*

- Provides substantive programmatic and logistical support for UNFPA programmatic interventions, workshops, capacity building activities, commemoration of International Days, review meetings with stakeholders, advocacy and public information events, and other initiatives, including those within the joint UN framework.
- Contributes to the smooth running of the office by ensuring the provision and maintenance of services and supplies, maintaining up-to-date inventory and records and the appropriate common premises related activities. Follow-up on audit recommendations.

- Liaises with stakeholders in the SROC in the fulfillment of daily administrative tasks and to advance the programme and mandate of UNFPA including with governments, regional institutions, civil society organizations including but not limited to FBOs, female and youth-led organizations and others.
- 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 Office and drafting relevant materials for dissemination, including to inform partners and the donor community and for the development of knowledge assets as required.

Requirements:

To apply please go to: <https://bit.ly/UNFPAPRGUY> for the detailed Job Description and instructions. **Only short-listed candidates will be contacted.**

Note:

- 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.
- 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 balanced gender distribution and therefore encourage women to apply.