



THE UNITED NATIONS POPULATION FUND

Sub-regional Office for the Caribbean invites applications from suitably **qualified nationals of Jamaica.**

JOB ID NO.:	27212
CLOSING DATE:	8 December 2019
POST TITLE:	Admin/Finance Associate - Spotlight
CATEGORY:	ICS-6
POST NUMBER:	00042697
POST TYPE:	Non-rotational
DUTY STATION:	Sub-regional Office, Jamaica
DURATION:	One year (renewable)
ORGANIZATIONAL UNIT:	UNFPA Sub-regional Office for the Caribbean

ORGANIZATIONAL LOCATION AND JOB PURPOSE:

The Administrative/Finance Associate is located in the SROC, Jamaica and reports directly to the International Operations Manager.

He/she will be responsible for providing functional leadership in Finance and ensures effective functioning of financial, administrative operations and systems in support of the Spotlight project. The Spotlight Initiative is a new program set at addressing the SRHR needs of women and girls survivors or those at risk of gender based violence and harmful practices. In collaboration with UNFPA SRHR and Gender/GBV units, Government counterparts, sister UN agencies and other partners, the project will work across various thematic areas for a comprehensive response to ending GBV and harmful practices.

Job Description

- Ensuring an effective financial recording and reporting system, internal control and audit follow-up and processes financial transactions in an accurate and timely way;
- Assisting in the formulation of Spotlight project budgets;
- Establishing and maintains contacts with government counterparts and implementing partners to ensure an effective and efficient collaboration;
- Facilitating the conduct of HACT audits and ensures the development and implementation of follow-up actions;
- Providing quality services in administration, procurement, communication and management of office equipment and infrastructure to internal and external clients mastering all relevant rules, guidelines, processes and procedures;
- Taking a client-oriented results-focused approach to interpreting the rules, procedures and guidelines in service of the Country Programme. Providing logistical and technical support to UNFPA programme staff and implementing partners in Programme Financial Management.

Requirements:

To apply please visit our website: <http://bit.ly/UNFPAFIN> for the detailed Job Description and instructions.

Only short-listed candidates will be contacted.