



THE UNITED NATIONS POPULATION FUND

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

JOB ID NO.: **20581**
CLOSING DATE: 19 February 2019
POST TITLE: **Programme/Operations Clerk**
CATEGORY: GS-4
POST NUMBER: 00108545
POST TYPE: Non-rotational
DUTY STATION: UNFPA Liaison Office – Belize
DURATION: One year (renewable)
ORGANIZATIONAL UNIT: UNFPA Sub-regional Office for the Caribbean

Organizational Location

The Programme/Operations Clerk is located in the Belize Liaison Office of the Sub-regional Office for the Caribbean (SROC) and reports to the Belize Liaison Officer.

Job Purpose

Under the direct supervision of the Liaison Officer, the Programme/Operations Clerk supports the design, planning and management of UNFPA's programme by providing programme and operational support to achieve the UNFPA mandate. He/she delivers quality programme/operational and financial services to internal and external clients in line with the organizations policy and procedures.

The Programme/Operations Clerk 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.

He/she will provide support to ensure that the business processes are followed in the processing of financial transactions related to office management and administration. 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.

The Programme/Operations Clerk maintains collaborative relationships with all programme and operations staff and with counterparts.

Requirements:

To apply please Visit our website: <https://goo.gl/hCw7zu> for the detailed Job Description and instructions. **Only short-listed candidates will be contacted.**