



## THE UNITED NATIONS POPULATION FUND

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

### **This is not an international position**

JOB ID NO.:	20401
CLOSING DATE:	8 <sup>th</sup> October 2024
POST TITLE:	Programme, IP Management and Procurement Associate
POST LEVEL:	ICS-7
CATEGORY:	Fixed Term
POST NUMBER:	00039669
POST TYPE:	Non-rotational
DUTY STATION:	UNFPA Sub-regional Office, Jamaica
DURATION:	One year (renewable)
ORGANIZATIONAL UNIT:	UNFPA Sub-regional Office for the Caribbean

### **Organizational Setting and Location**

The Programme, IP Management and Procurement Associate, is located in the Sub-regional Office, Jamaica, reports to the Deputy Director and provides functional support to Programme Advisers and Specialists. At the G-7 level, the Programme, IP Management and Procurement Associate, will coordinate SROC's implementing partners' (IP) management system and facilitate enhanced integration between the operations and programme units, which includes ensuring compliance with established policies and procedures, facilitating capacity building trainings and sessions and support in procurement processes and payments to suppliers and consultants.

### **Responsibilities and Duties, *inter alia***

1. Performance Oversight
  - Development of implementing partners' (IP) and UNFPA work plans, process and prepare work plan revisions when necessary.
  - Conduct training sessions with staff and partners on the use of UNFPA Results Resources.
2. Research Support
  - Design and manage specialized data banks on (i) Programme/projects profiles, for development, implementation and evaluation purposes and (ii) best practices in programme
3. Financial Management and procurement
  - Review and analyse past and current expenditures including trends in pattern of resource allocation in order to prepare recommendations for distribution.

**Requirements:**

To apply please go to <https://bit.ly/SROCPA2024> 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.