



## THE UNITED NATIONS POPULATION FUND

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

JOB ID NO.:	41754
CLOSING DATE:	<b>16 May 2022</b>
POST TITLE:	Admin/Finance Associate
CATEGORY:	ICS-7
POST NUMBER:	00004754
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 Sub-regional Office for the Caribbean, (SROC) Jamaica and reports to the International Operations Manager.

The Administrative/Finance Associate delivers quality services in administration and finance to internal and external clients mastering all relevant rules, guidelines, processes and procedures. S/he takes a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing support and guidance to the SROC and UNFPA-supported projects. S/he ensures the effective functioning of financial operations and systems in support of the programme and office management and works closely with programme and project staff providing financial monitoring and analysis of projects and advising managers on expenditure trends and implementation rates

### **Job Description, *inter alia***

- Prepares and monitors the administrative budget and ensures financial transactions are in accordance with UNFPA financial rules and procedures. Proposes procedures to improve internal controls and efficiency and respond to audit issues.
- SROC Finance business processes mapping and elaboration of the content of internal Standard Operating Procedures in Finance in consultation with office management.
- Full compliance with UNFPA rules, regulations, and policies of financial activities, financial recording/reporting system and follow-up on audit recommendations; implementation of effective internal controls, proper functioning of a client-oriented financial resources management system.
- Reviews procurement requests and initiates procurement procedures for office and project equipment, supplies and services in a transparent and cost-effective manner; recommends procurement decisions. Contributes to the smooth running of the office by ensuring provision and maintenance of services and supplies following-up processes and maintaining up-to-date inventory and records.

## **Requirements**

To apply please visit our website: <https://bit.ly/UNFPASROJ> for the detailed Job Description and instructions. ***Only short-listed candidates will be contacted.***

## **Disclaimer**

- 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.