



THE UNITED NATIONS POPULATION FUND

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

This is not an international post

JOB ID NO.:	33070
CLOSING DATE:	31 October 2020
POST TITLE:	Programme Clerk
POST LEVEL:	GS-4
CATEGORY:	Fixed Term
POST NUMBER:	00108547
POST TYPE:	Non-rotational
DUTY STATION:	UNFPA Sub-regional Office, Barbados
DURATION:	One year (renewable)
ORGANIZATIONAL UNIT:	UNFPA Sub-regional Office for the Caribbean

Organizational Setting and Location

Under the overall supervision of the Director of the Sub-Regional Office for the Caribbean, based in Jamaica, and direct supervision of the Barbados Liaison Officer, the Programme Clerk supports the design, planning, execution and management of UNFPA's programme by providing administrative, programmatic and operational support, including supply chain and logistical support in humanitarian contexts.

Job Purpose

The Programme Clerk 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 and office management/operations using and developing appropriate mechanisms and systems - particularly Atlas ERP- and ensuring compliance with established procedures.

Duties & 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.
- Works in close collaboration with SROC, implementing partners, UNETT, CDEMA, WFP, other relevant humanitarian agencies, stakeholders and field staff to coordinate logistics and supply chain management support for UNFPA operations in emergencies.
- Supports advocacy and resource mobilization efforts of the Sub-regional Office by compiling and synthesizing relevant background material for use in discussions and public events. Assists in establishing and maintaining networks of donor and public

information contacts and provides assistance in organizing and conducting donor meetings.

- Represents UNFPA in joint UN mechanisms as required and contributes to enhancing UNFPA visibility through internal and external communications and social media engagement and monitoring with UN and partners.

Requirements:

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