



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.:	39914
CLOSING DATE:	13th October 2021
POST TITLE:	Program Associate
CATEGORY:	ICS- 7
POST NUMBER:	00039669
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 Programme Associate position is located in the Sub-regional Office and reports to the Deputy Director and provide functional support to Programme Advisers and Specialists. At the G-7 level, the Programme Associate will coordinate SROC's implementing partners' management system and facilitate enhanced integration between operations and programmes, 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.

The Programme Associate is part of a team, coordinated by the Sub-Regional Directorate, which provides integrated programme and technical support within a systems strengthening approach fundamental to UNFPA's overall strategy. The Programme Associate also works in close collaboration with the Operations Manager and his/her team to ensure timely support to all units of the sub-regional office, including in Barbados, Belize, Guyana, Jamaica, Suriname and Trinidad and Tobago.

JOB DESCRIPTION

Performance Oversight

- Develop implementing partners' and UNFPA work plans, process these and prepare revisions when necessary;

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 design/implementation for knowledge sharing;

Financial Management and procurement

- Review and analyze past and current expenditures including trends in pattern of resource allocation in order to prepare recommendations for distribution;

REQUIREMENTS

To apply please visit our website: <https://bit.ly/UNFPAPROGA> 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.