



THE UNITED NATIONS POPULATION FUND

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

This is not an international position

JOB ID NO.:	39602
CLOSING DATE:	25 September 2021
POST TITLE:	Programme Clerk
POST LEVEL:	GS-4
CATEGORY:	Fixed Term
POST NUMBER:	00108542
POST TYPE:	Non-rotational
DUTY STATION:	UNFPA Sub-regional Office, Suriname
DURATION:	One year (renewable)
ORGANIZATIONAL UNIT:	UNFPA Sub-regional Office for the Caribbean

Organizational Setting

Under the overall supervision of the Director of the Sub-Regional Office for the Caribbean, based in Jamaica, and direct supervision of the Suriname 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, including those within the joint UN framework.
- Maintains petty cash and effects payments when authorized by the appropriate official of the SRO.

- Works in close collaboration with SROC, implementing and cooperating UN, government, civil society partners, relevant humanitarian agencies, stakeholders and field staff to coordinate logistics and supply chain management support for UNFPA operations including in emergencies.
- Supports the establishment of IP agreements with partners for implementation of UNFPA work plans and LTAs. Provides support in projecting future needs (forecasting) for prepositioning supplies and identify gaps in the logistics pipeline, providing inputs on how to strengthen the logistics chain.
- Liaises with stakeholders in the SRO-C in the fulfilment of daily administrative tasks and to advance the programme and mandate of UNFPA including with governments (Suriname, Aruba, Curacao and Sint Maarten), regional institutions, civil society organizations including but not limited to , FBOs, female and youth-led organizations and others.

Requirements:

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