



THE UNITED NATIONS POPULATION FUND

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

This is not an international post

JOB ID NO.: 40730
CLOSING DATE: **31 December 2021**
POST TITLE: Programme Assistant
POST LEVEL: GS-5
CATEGORY: Fixed Term
POST NUMBER: 00108541
POST TYPE: Non-rotational
DUTY STATION: UNFPA Sub-regional Office, Trinidad and Tobago
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 Trinidad and Tobago Liaison Officer, the Programme Assistant 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 Assistant 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.
- Ensures timely and efficient support to office financial and administration tasks including payment of vouchers, bills, travel tickets, per diem for meeting participants, consultancies, vendor creation, raising of requisitions, purchase orders, procurement of goods and services and other related processes.
- Maintains petty cash and effects payments when authorized by the appropriate official of the SRO.
- Assists the Liaison Officer in compiling data relevant for the conduct of advocacy and policy support activities, establishing and implementing mechanisms to systematically assess the achievement of results, participating in review meetings and evaluation missions and preparing regular inputs to status and progress reports, including analysis of data from Atlas ERP.

- 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. Supports posting of relevant material on social media pages as per internal communication mechanisms.
- Represents UNFPA in joint UN mechanisms as required including for joint security and duty of care efforts, implementation of the Business Operation Strategy, 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: <https://bit.ly/UNFPATR> 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.