



JOB DESCRIPTION

Official Job Title:	Programme Assistant	Duty Station: Trinidad and Tobago
Grade (Classified)	GS-5	
Post Number:	00108541	
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
Classification Authority:	DHR Director	Date: December 2021

1. 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 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.

The Programme Assistant applies established systems and procedures and assists in knowledge management by compiling and synthesizing information relevant to population and development, sexual and reproductive health and rights, gender and youth issues, including supporting the implementation of UNFPA's knowledge sharing, reporting obligations and communications approach in programme development.

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.

2. Duties and Responsibilities

- A. 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.
- B. 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.
- C. Maintains petty cash and effects payments when authorized by the appropriate official of the SRO.

- D. Contributes to the smooth running of the office by ensuring the provision and maintenance of services and supplies, maintaining up-to-date inventory and records and the appropriate common premises related activities. Follows-up on audit recommendations.
- E. Works in close collaboration with the SROC, implementing and cooperating with other UN agencies, 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.
- F. Ensures timely and effective procurement and management of UNFPA commodities and supplies at all levels, including delivery, transportation, storage, distribution, inventory and reporting of all UNFPA goods. Undertakes field monitoring visits to warehouses to ensure proper storage, distribution and utilization of emergency supplies.
- G. 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.
- H. Assists in capacity building, training and guiding of UNFPA stakeholders, including on the use of Atlas ERP in managing budgets and generating reports and PSEA obligations.
- I. Liaises with stakeholders in the SROC in the fulfilment of daily administrative tasks and to advance the programme and mandate of UNFPA including with governments, regional institutions, civil society organizations including but not limited to FBOs, female and youth-led organizations and others. Main geographical scope of work is in Trinidad and Tobago. However, provision of support to UNFPA Offices in other Caribbean countries is expected as well.
- J. Contributes to the creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches of the Liaison Office and drafting relevant materials for dissemination, including to inform partners and the donor community and for the development of knowledge assets as required.
- K. 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.
- L. 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.
- M. 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.

4. Work Relations

Internal contacts include the SRO functional units with its head office in Jamaica and similar Liaison Office structures in Belize, Guyana, Barbados and Suriname and the UNFPA Regional Office in Panama. External contacts include the UNST, counterparts and partners in Trinidad and Tobago, including governments, NGOs, academia, National statistical offices, experts, etc.

5. Job Requirements:

Education:

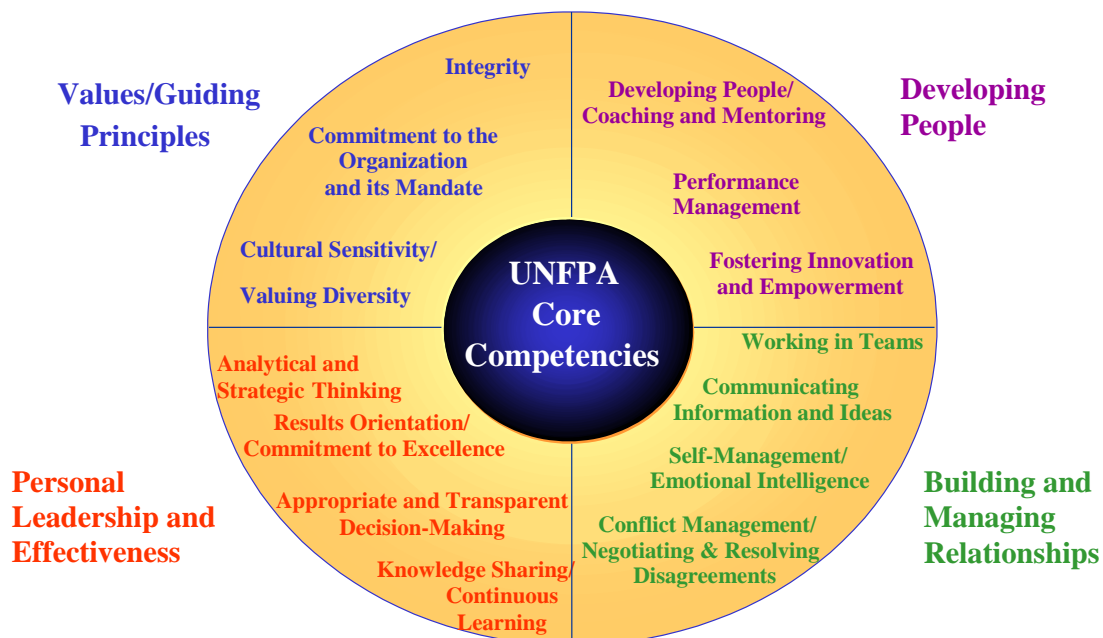
Completed secondary level education required. First level university degree preferred.

Knowledge and Experience:

- 5 years previous experience in secretarial/administrative functions;
- Some experience in research assistance;
- Previous experience in the UN an advantage, and knowledge of protocol;
- Strong interpersonal and organizational skills;
- Computer literacy - Word, Excel, Power-point, etc., and good knowledge of Atlas/PeopleSoft;
- Good writing and communication skills.

Required Competencies:

i) Core Competencies: See the Diagram Below



ii) Functional competencies

- Logistical support
- Programme Clerk (GS-5)

- Managing data, documents, correspondence and reports
- Managing information and workflow
- Planning, organizing and multi-tasking
- Job knowledge/technical expertise

Languages: Fluency in English is required. Working knowledge of another official UN language is desirable.

Other Desirable Skills:

Initiative, sound judgment, strong interest in development work, especially the mission of the United Nations Population Fund and dedication to the principles of the United Nations.