



JOB DESCRIPTION

Official Job Title:	Administrative Associate, SRO	Duty Station: Suva, Fiji
Grade (Classified)	G-7	CCOG: 2.A
Post Number:	Generic	
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
Classification Authority:		Date: July 2017

1. Organizational Location

The Administrative Associate position is located in a Sub Regional Office (SRO). Under the guidance and supervision of the International Operations Manager (IOM).

The Administrative Associate provides quality services in the areas of human resources (HR), procurement and general administration (including travels) in compliance with the relevant rules, guidelines, processes and procedures.

S/he takes a client-oriented, results-focused approach to interpreting the rules, procedures and guidelines, provides support and guidance to the SRO, and provides leadership to administrative staff in sub-regional and country offices.

2. Job Purpose

In support of UNFPA's strategic direction at the regional level, the Sub Regional Administrative Associate contributes to building regional capacity and ensuring effective and efficient application of country offices resources within the region through support and monitoring of Sub regional resources in the following activities:

- Human Resource
- Procurement
- General Administration (including common services)
- Travels
- Vehicle Management
- Asset Management

3. Major Activities/Expected Results

A. Human Resource

- In collaboration with other units in the SRO assume overall responsibility for attendance and leave management; record management (filing and archiving system); and mail and pouch.

- Coordinate with the Missions, Consulates and the Ministries of Foreign Affairs regarding the provision of visa
- Assist the IOM in HR services in the areas of recruitment and personnel administration for international and nationals, as appropriate (e.g. renewal of UNLPs, visas; extension of contracts, administration of national benefits and allowances; administration of home leave entitlements; etc);
- Provide advice to the SRO staff on all aspects of Atlas HR modules, UN/UNFPA personnel and administrative rules and regulations;
- Liaise with the Programme/Technical Team on HR administration and staffing related matters;
- Assist the IOM in the preparation and monitoring of SIS ; in responding to audit findings and recommendations; monitoring compliance with the Performance Appraisal and Development cycle (PAD); and staff learning and development (training and workshops);
- Interpret UN/UNFPA Personnel rules and regulations and provide guidance to the SRO and COs; identify ways in which the administrative needs can be met within existing policies; adapts processes and procedures, anticipate and manage operational requirements of the SRO;
- Maintain accurate and up to date personnel status files in a confidential and secure manner.

B. Procurement

In line with UNFPA Procurement policies procedures:

- Under the supervision of the IOM, implement corporate procurement management policies and strategies in support of the operations of the SRO and Country Offices;
- Liaise with the Programme/Technical Team/ICT on procurement related issues (consolidate procurement plans from requisitions plans, liaise with PSB for international procurement, prepare ITB, EOI, RFP);
- Initiate procurement procedures for office and project equipment, supplies and services
- Review procurement requests and processes as per PPM;
- Assist in customs clearance activities related to international procurement;
- Assist the IOM in the inventory management of the commodities.

C. General Administration

- Interpret UN/UNFPA Administrative rules and regulations and provide guidance to the SRO and COs; identify ways in which the administrative needs can be met within existing policies; adapt processes and procedures, anticipate and manage operational requirements of the SRO;
- Review and prepare material for common system activities relating to common services and premises, cost recovery, privileges and immunities, entitlement and salary surveys; security, etc.
- Represent UNFPA in related inter-agency meetings and working groups in the absence of supervisor.
- Manage and update the floor plan for office space planning
- Ensure establishment, maintenance and operation office premises, including the premises of CO
- Manage and maintain access control system
- Ensure timely renovation, relocation and review existing office conditions, explore available options and assess the viability of each option to ensure the maximum benefit to UNFPA and its staff
- Review proposals for rental/lease of new facilities to ensure conformity with approved space and security standards and update COREM
- Act as the office green focal point

- Ensure management of offices supplies store
- Verify invoices charged on fixed expense accounts and resolve billing issue with vendors

D. Travels

- Implement all applicable policies and procedures related to travel
- Ensure all travels are processed as per office SOP and approved by relevant authority
- Ensure all travels are in strict compliance with security guidelines, including verification of airlines category
- Ensure all travels are process in a timely manner to ensure cost effectiveness
- Oversee the process of travel authorizations and the calculation of the entitlements

E. Vehicle Management

In collaboration with the office drivers:

- Ensure provision, use, control, insurance, maintenance, safety and protection of UNFPA owned and control vehicles in SRO and in the COs
- Keep track of fuel consumption, logbook, vehicle history book and report on a monthly basis
- Ensure security measures of the vehicles, including regular repair, maintenance and communication systems
- Follow up on the billing of person use of UN vehicles

F. Asset Management

In close collaboration with the ICT Analyst:

- Ensure recording, use, security, control, maintenance, disposal of all UNFPA owned and controlled assets and attractive items
- Maintain complete and accurate records of assets received by UNFPA and its project
- Ensure all assets and attractive items are tagged according to the tagging convention outlined in the asset management policy
- Ensure safe and secure storage of assets and proper record keeping of changes to the physical location of all assets
- Ensure all transferred assets are approved, documented and recorded
- Ensure all disposal of assets are approved and performed as per UNFPA policy

G. Perform any other duties as may be assigned by the management of the Sub Regional Office.

- The administrative associate may assist the IOM in securities related matters
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4. Work Relations

Internal partners include SRO; close collaboration within the IOM's team, SRO/s, COs and Division/branches at HQs to resolve policy and procedural issues, and region specific issues.

External partners include other UNDP, other UN agencies, vendors and other non-UN partners that are essential to the work of the office of the ROM.

5. Job Requirements

Education:

Completed secondary level education required.

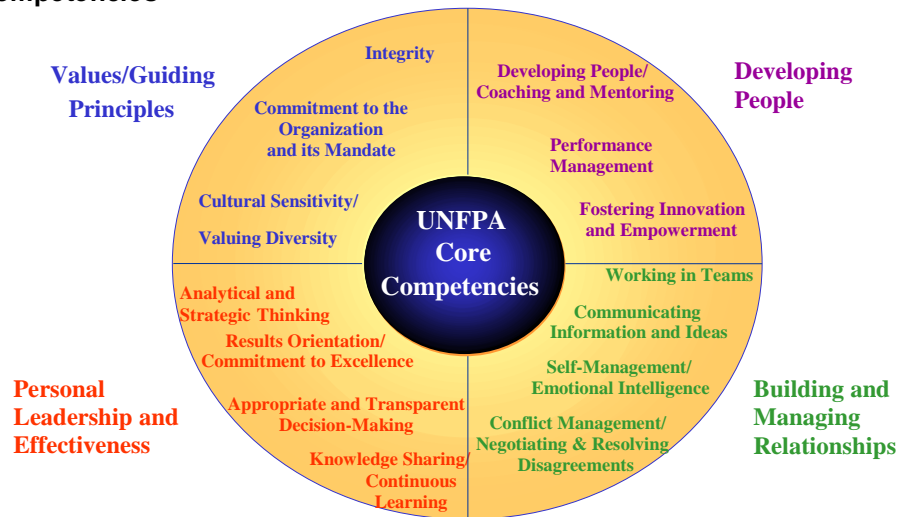
First level university degree in business administration or public administration desirable.

Knowledge and Experience:

- Seven years (7) of relevant administrative experience in the public or private sector;
- Experience in HR, administration, travel, vehicle management, procurement is required;
- Experience of UN Personnel and administrative procedures and the ability to interpret administrative and personnel rules, regulations and procedures and explain them clearly and concisely;
- Proficiency in Atlas/ PeopleSoft, word processing and other computerized applications is an asset;
- Good writing and communication skills;
- Previous experience in the UN an advantage.

Required Competencies:

i) Core competencies



ii) Functional competencies

- Business Acumen
- Data management and logistical support
- Managing documents, correspondence and reports
- Managing information and workflow
- Planning, organizing and multi-tasking
- Client orientation and organizational awareness
- Job knowledge / technical expertise

Languages:

Fluency in English is required.

Other Desirable Skills:

Initiative, strong conceptual abilities, 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.

6. Signatures/Certification:

Incumbent's Name & Signature (If Applicable)	_____ <Enter Incumbent's Name Here> _____ <Date>
Immediate Supervisor's Name & Signature	_____ International Operations Manager _____ <Date>
Division Director's Name & Signature	_____ Sub Regional Director _____ <Date>