



Pacific Sub-Regional Office

**VACANCY NO:** VA/FPA/ICS7//2017/1  
**CLOSING DATE:** 28 January, 2017  
**POST TITLE:** Administrative Associate  
**LEVEL POST NO:** ICS7-00004617  
**DUTY STATION:** Suva, Fiji  
**DURATION:** Fixed Term - 1 Year initially

### **Job Purpose**

In support of UNFPA's strategic direction at the sub- regional level, the 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 Resources Management
- Procurement and
- General Administrative Services

### **Major Activities/Expected Results**

#### **A. Human Resources Management**

- Assist in overseeing the operational and staffing business including selection and recruitment process
- Provide advice on all aspects of Atlas HR modules, UN/UNFPA personnel administrative rules and regulations;
- Assist in the preparation and monitoring of the Office Management Plan; Performance Appraisal and Development cycle; Staff learning, development & career planning (training and workshops);
- Maintain up to date personnel status files in a confidential and secure manner.
- Implement corporate human resources management policies and strategies of the SRO and Country Offices; and
- Manage staff leave & attendance, filing and archiving records system;

#### **B. Procurement**

- Implement corporate procurement management policies and strategies in support of the operations of the SROs and
- Review procurement requests and initiate procurement procedures for office and project equipment, supplies and services in a transparent and cost effective manner.

#### **C. General Administration**

- Interpret UN/UNFPA Administrative rules and regulations and provide guidance on mission requirement pertaining to programme support to the SRO; identify ways in which the administrative needs can be met within existing policies;
- Assist in the preparation of budgets, audit and other reports; Participate in administrative surveys and discussion of new and/or revised procedures and practices;
- Review and draft material for common system activities relating to common services and premises, cost recovery, privileges and immunities, entitlement and salary surveys; security, etc. and represent UNFPA in selected related inter-agency meetings and working groups in the absence of supervisor;
- Perform other ad-hoc duties assigned by the management of the Sub-Regional Office.

## **Qualifications**

Completion of Secondary level education or;

- First level University (Bachelor's) Degree in Human Resources Management/Business Administration is preferred additional recognized certification/training in Human Resources Management Administration is an asset.
- Ten years of relevant administrative experience in the public or private sector;
- Ability to plan, organize and manage conflicting priorities with tact and discretion;
- Experience with Human Resources and Administrative procedures in an International Organization and the ability to interpret and explain rules, regulations and procedures clearly;
- Excellent communication (both oral and written) skills; Ability to draft correspondence in an accurate, clear and concise manner;
- Ability to work independently with minimum supervision and harmoniously in a multi-cultural environment with good analytical and problem solving skills;
- Previous related work experience in the United Nations with knowledge and use of Atlas/PeopleSoft would be an advantage;
- Computer Literacy: Proficiency with MS Office Packages and the Internet;

## **How to apply**

Qualified interested applicants should send a Cover Letter, updated Curriculum Vitae and duly completed United Nations (UN) Personal History P11 Form (**mandatory**) by email to [vacanciespsro@unfpa.org](mailto:vacanciespsro@unfpa.org) by **28 January 2017**.

The UN P11 form and complete job description can be obtained from the office website <http://pacific.unfpa.org>. Please include the title and vacancy number in the subject of the email. Only shortlisted candidates will be contacted. UNFPA retains the right to contact referees directly. **Only nationals of Fiji will be considered for this position.**

**Notice:** 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 status, disability and gender.