



Pacific Sub-Regional Office

VACANCY NO: VA/FPA/ICS7/2017/2
CLOSING DATE: 3 February, 2017
POST TITLE: Programme Finance Associate
LEVEL POST NO: ICS7-00117391
DUTY STATION: Tarawa, Kiribati
DURATION: Fixed Term

The Programme and Finance Associate post is located in the Pacific Sub-Regional Office (SRO) based in Tarawa, Kiribati and reports to the RMNCAH Programme Coordinator/Specialist.

Job Purpose

The Programme and Finance Associate delivers high quality and accurate financial and administrative services to internal and external clients mastering all relevant rules, guidelines, processes and procedures. The Program Associate provides technical assistance to MHMS Health information unit in data management and assist UN JP coordinator and PSRO communication officer in advocacy and communication strategy and tools.

The Primary roles are:

1) Finance- 30%

- Strategic programme and finance coordination and support/Programmatic and Financial environmental scanning and analysis
- Capacity Development and Networking
- Knowledge management in Finance and administration
- Financial and Administration operations and procedures guidance and support
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2) Health information system- 40%

- Technical assistance to Health information unit to analyze, report and present data from the health facilities in Tarawa and outer islands
- Orientation of medical assistants, nurses and midwife on revised monthly statistical health database.
- Technical assistance to develop monthly health bulletin
- Report on health indicators identified on PAF for RMNCAH programme
- Update national RMNCAH steering committee on morbidity pattern, potential outbreak, and EPI coverage
- Develop situation analysis report in case of any outbreaks
- Capacity building of medical assistants to record, notify and report data on revised MS1 template
- Record maternal and perinatal deaths from health facilities and communities in coordination with MPDSR audit committee and National RMNCAH steering committee
- Record GBV cases from healthy family clinic, KFHA and health facilities.

3) Communication and advocacy- 30%

- In coordination with communication officer at PSRO prepare monthly newsletter with key activities, and achievements
- Promotion and maintenance of information campaigns on RMNCAH activities, and results of NHSP and KDP
- Promotion and dissemination of advocacy materials for launching flagship initiatives and Publications

Qualifications

- Completion of secondary level; Diploma and or first level university degree in Finance, Administration, Public Administration or Economics is preferable. Formal recognized certification in Finance/Accounting and/or Business Administration is an asset.
- Minimum of five to seven years of relevant experience in programme/project management in the private or public sector;
- Excellent interpersonal, communication (written and oral) and presentation skills;
- Computer literacy: Proficient working knowledge of MS Office packages; the ability to accurately operate computerized Accounting systems;
- Previous working experience with the UN Sun Accounting Programme or related computerized accounting system is an advantage.

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 by **3 February 2017** or delivered to **UN Joint Presence Office in Kiribati, ATTENTION to UNFPA.**

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 Kiribati 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.