**Administrative and Finance Assistant**

**Job title: Administrative and Finance Assistant - Youth**

**Level: (SC7)**

**Position Number:**

**Location: Ulaanbaatar, Mongolia
Full/Part time: Full-Time**

**Fixed term/Temporary: Service contract**

**Rotational/Non Rotational: Non-Rotational**

**Duration: 1 year initially, renewable subject to satisfactory performance**

**The Position:**

The Administrative and Finance Assistant is expected to provide support in all daily administrative, financial, logistical and operational activities of the youth development portfolio of the UNFPA-supported 6th country programme, including the implementation of the Integrated Support Programme for Women and Young People’s Health in Umnugobi Province.

The Administrative and Finance Assistant will report directly to the Youth Development Programme Manager.

**How you can make a difference:**

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA’s new strategic plan (2018-2021) focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates who transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and commit to deliver excellence in programme results.

**Job Purpose:**

The Administrative and Finance Assistant is responsible for logistics and office management of the youth development portfolio and provide administrative assistance to the partners in implementing project activities. The Administrative and Finance Assistant will work closely with relevant programme and operations staff of the country office and Implementing Partners to ensure compliance with UNFPA financial rules and procedures.

**The Administrative and Finance Assistant will be specifically responsible for:**

**A. Finance**

* Assist in the management of the project fund by budget formulation, controlling allocations, monitoring expenditures, and prepare revisions according to the needs of the project;
* Enter into a corporate financial system annual budgets of project based on approved annual workplans, make budget revisions based on requests and justification letters from project partners, and monitor project budgetary commitments;
* Generate financial reports, when needed;
* Check and examine various project financial reports for accuracy and consistency against approved budgets;
* Take required actions on operational and financial closure of projects in line with UNFPA programming guidelines and NEX procedures;
* Coordinate and liaise with audit teams and project partners for annual audits;
* Act as a project asset focal point by maintaining records of the project assets, inventory and leasehold improvements, conduct annual physical count of assets under project custody;
* Coordinate with the implementing partners for taking necessary action for the transfer of title over non-expendable equipment and supplies upon delivery;
* Conduct spot checks and monitoring visits to project sites on the use of non-expendable equipment, coordinate with implementing partners’ staff for preparation, registering and maintaining equipment record according to the letter of understanding and follow up on submission of necessary forms;
* Make international and local travel arrangements for its project staff and implementing partners, follow-up with the concerned staff on timely submission of F-10 form to the country office;
* Draft routine correspondence related to financial and administrative matters for the signatures of Programme Manager; and
* Ensure the effective recording and reporting system, internal control and audit follow-up and processes administrative and financial transactions in an accurate and timely way.

**B. Administration**

* Assist in preparation of annual and quarterly project workplans, and arrange relevant planning meetings within the office and with counterparts;
* Facilitate preparation of project review meetings and semi-annual component meetings and draft minutes of meetings;
* Ensure that all official documents are prepared and kept in the project files for retrieval and archiving;
* Facilitate project activities and relevant missions, by arranging meeting schedules, coordinating logistical support, collecting reference documents, and maintaining records;
* Prepare necessary documentation, minutes of meetings and notes to file for relevant transactions (e.g. grant agreements, services contracts etc.);
* Arrange UNFPA Programme Team meetings and take minutes;
* Ensure facilitation of knowledge-sharing between programme and operations clusters;
* Translate documents and interpret during meetings, as needed;
* Provide support to missions and visitors;
* Provide logistical support during big events, trainings and meetings; and
* Undertake others administrative and financial tasks as required by the country office.

**Qualifications and Experience**

**Education:**

University degree in business administration, commerce, economics or social sciences. Strong finance/accounting and research knowledge.

**Knowledge and Experience:**

* 4 years of relevant work experience and/or graduate degree is a plus.
* UNFPA experience and experience working in collaboration with government and development partners, civil society organizations and private sector is an added advantage.

**Languages:**

Fluency in English and Mongolian, excellent verbal, writing and translation skills.

**Required Competencies**

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| **Values:*** Exemplifying integrity,
* Demonstrating commitment to UNFPA and the UN system,
* Embracing cultural diversity,
* Embracing change,
* Knowledge sharing/continuous learning
 | **Functional Competencies:*** Business acumen
* Client orientation
* Implementing management system
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| **Core Competencies:** * Achieving results,
* Being accountable,
* Developing and applying professional expertise/business acumen,
* Thinking analytically and strategically,
* Working in teams/managing ourselves and our relationships,
* Communicating for impact,
* Conflict and self-management,
* Empowerment/Developing people/Performance management,
* Appropriate and transparent decision making
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**Disclaimer**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline http://www.unfpa.org/help/hotline.cfm

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.

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| **Immediate Supervisor’s Name & Signature**  | **Iliza Azei, Assistant Representative, a.i.****<Date>** |
| **Division Director’s Name & Signature**  | **Naomi Kitahara, Representative****<Date>** |