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**South Sudan Country Office**

**Opening ,**

**Job Title**: Programme Assistant

**Contract type**FTA (Equivalent UN grade – G5*)*

**Closing date**: 12 December 2023 (5pm-South Sudan Time)

**Duty Station**: Juba, South Sudan

**The Position:**

The Programme Assistant position is located in the Country Office (CO) based in Juba. Under the direct supervision of the Programme Specialist/ Midwifery.  The Programme Assistant works as part of the Integrated Sexual and Reproductive Health Unit. She/ He also works in close collaboration with the International Operations Manager (IOM) and his/her team to ensure timely support to the CO on operational matters.

**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 strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to “build forward better”, while addressing the negative impacts of the Covid-19 pandemic on women’s and girls’ access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

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 that 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 who commit to deliver excellence in programme results.

**Job Purpose:**

The Programme Assistant contributes to the development and implementation of the UNFPA Country Programme and in particular activities within the Integrated Sexual and Reproductive Health Unit by providing administrative and programmatic support.  As appropriate and under the direction of Midwifery Specialist, The Programme Adviser/ SRH and the International Operations Manager, the Programme Assistant will also contribute to research, financial management and operational and procedural guidance.

The Programme Assistant works with and provides support to the members of the Integrated Sexual and Reproductive Health, as well as the team under the IOM. Contacts with staff and other personnel promote achievement of common goals and shared objectives and demonstrate personal commitment to UNFPA’s mandate and organizational vision.

Both internal and external contacts include exchange of information on broader aspects of the work area which may include providing clarification of non-routine matters involving some technical input.

**You would be responsible for:**

•   Provide administrative and secretarial support to the Country Office and personnel at field offices.
•   Facilitate incoming missions.
•   Administer travels for programme staff and partners.
•   Maintain filing system for the Country Office programmes and projects. Drafts correspondences on programme-related issues in consultation with programme officers
•   Facilitate logistic support and security related issues for staff, UNVs and consultants.
•   Provide support to the Country programme implementation by monitoring processes, paying attention to detail and adhering to deadlines.
•   Summarize information and draft contributions to reports, papers, technical notes, and prepares and maintains records documents and control plans for the monitoring of project/programme implementation.
•   Keep the Country Office informed by providing relevant information, reports or status updates.
•   Organize meetings, initiates and coordinates preparation of agenda and necessary documentation for meetings as well as workshops and conferences.
•   Act as Secretary to internal meetings.
•   Draft routine correspondences
•   Perform other support duties as required.

**Qualifications and Experience:**

**Education:**

Completed secondary level education required. First level university degree in public administration, finance, or economics desirable

**Knowledge and Experience:**

•   5 years previous relevant experience.
•   Previous experience in the UN an advantage.
•   Strong interpersonal and organizational skills.
•   Computer literacy - Word, Excel, Power-point, etc.
•   Good knowledge of Atlas / Peoplesoft or other ERP system.
•   Good writing and communication skills.
•   Demonstrated ability to work in a team environment.

**Languages:**

Fluency in English; knowledge of other official UN languages, preferably French and/or Spanish, is desirable.

**Required Competencies:**

**Values:**

•   Exemplifying integrity,
•   Demonstrating commitment to UNFPA and the UN system,
•   Embracing cultural diversity,
•   Embracing change

**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

**Functional Competencies:**

●   Advocacy/ Advancing a policy-oriented agenda
●   Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
●   Delivering results-based programmes
●   Internal and external communication and advocacy for results mobilisation

**Compensation and Benefits:**

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

**UNFPA Work Environment:**

UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from the LGBTQIA+ community, minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation and selection for all regardless of personal characteristics and dimensions of diversity. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce - click [here](https://www.unfpa.org/diversity-equity-inclusion) to learn more.

How to Apply follow the link below:

**Internal Candidates**

[View the internal job posting](https://estm.fa.em2.oraclecloud.com/fscmUI/faces/deeplink?objType=IRC_RECRUITING&action=ICE_JOB_DETAILS_RESP&objKey=pRequisitionNo=14874;pCalledFrom=FUSESHELL)

**External Candidates**

[View the external job posting](https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/job/14874)

**Disclaimer:**

Selection and appointment may be subject to background and reference checks, medical clearance, visa issuance and other administrative requirements.

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process and does not concern itself with information on applicants' bank accounts.

Applicants for positions in the international Professional and higher categories, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.