



United Nations Population Fund

Job Description

Job Title National Position: NGO Assistant
Location Damascus, Syria
Full/Part Time Full-time
Regular/Temporary: regular

How to Apply: Interested and qualified candidates can apply through:

https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_2003/job/6028

Background Information

Closing Date: 9 October

Contract type: Service Contract

Duty Station: Damascus, Syria

Duration: One Year

Rotation: Non-rotational.

Supervisory arrangements: The Finance Assistant- NGO is located in the Country Office (CO) and reports to the POS head of unit.

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:

You will assist in following up with the implementation of the assurance plan and monitoring the IPs performance and strengthen the capacities of IPs in order to enhance the quality of implementation of the humanitarian response and comply with UNFPA policies and procedures.

Tasks and Responsibilities:

- Assist in assessing the IPs performance and developing the office Assurance plan accordingly, in line with HACT.
- Support and follow up the completion of all assurance activities for IPs and revise the plan upon need and mission approvals.
- Assist in monitoring the completion of all spot checks and audit reports, archive, share and upload these reports to IPAS.
- Disseminate the results of the assurance activities with IPs, UNFPA management, IPs focal points and other colleagues.
- Follow up with IPs on addressing the reports' findings and implementing a comprehensive action plan, and document and share the results to close the follow up cycle.
- Identify challenges of any delays related to IPs performance management and propose action plan to address it.
- Assist in providing support and technical skills needed for IPs to enhance their performance in line with the assurance activity results.
- Participate in the regular field visits in support of spot-check visits for HACT implementation.
- Assist the "Program Operations Support Unit - POS" in enhancing cooperation and coordination between both Program and Operation Units to ensure the CO adheres to and complies with corporate policies and procedures and meets expected results.
- Assist POS team in preparing financial raw data for the preparation of IPs and donors tracking and reporting.
- Assist in monitoring FACE timely implementation and report submission ensuring the alignment with UNFPA rules and procedures.
- Assist in regular office work, including maintaining project files, drafting correspondence, translation of documents, photocopying
- Any other duty required by direct supervisor UNFPA Cos.

Deliverables:

- Monthly progress report and final report submitted at the end of the assignment. The report includes the main achievements of the activities described in ToR, NGOs challenges and lessons learnt.
- Updating the follow up activities and completion status, on monthly basis

Education and Experience:

Completed secondary level education required. First level university degree desirable.

Knowledge and Experience:

- 5 years of previous relevant experience in administration or project/programme management
- Previous experience in the UN is an asset;
- Strong interpersonal and organizational skills;
- Computer literacy - Word, Excel, Power-point, etc.;
- Good writing and communication skills.
- Demonstrated ability to work in a team environment

Languages:

Fluency in English and Arabic is required.

PLEASE NOTE THAT THIS VACANCY IS OPEN ONLY TO NATIONALS OF SYRIA.

Due to the volume of applications received, only shortlisted candidates will be contacted for an interview