



## JOB DESCRIPTION

<b>Official Job Title:</b>	<b>Programme Assistant</b>	<b>Duty Station: Turkmenistan, Ashgabat</b>
<b>Grade (Classified)</b>	<b>G-5</b>	
<b>Post Number:</b>	<b>00065132</b>	
<b>Post Type:</b>	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
<b>Duration:</b>	<b>One year initially</b>	
<b>Organizational Unit:</b>	<b>UNFPA Turkmenistan CO</b>	
<b>Classification Authority:</b>		<b>Date:</b>

### 1. Organizational Location

The Programme Assistant position is located in UNFPA Turkmenistan Country Office. Under the direct guidance and supervision of the Reproductive Health National Program Analyst and in cooperation with PD and Gender Program Analyst, and Youth and Communication Program Associate, the Programme Assistant assists in implementation of UNFPA Country Programme in Turkmenistan. The Programme Assistant is a part of a team, which provides integrated programme and operational support within a systems strengthening approach fundamental to UNFPA's overall strategy. The Programme Assistant works in close collaboration with the Administrative/Financial, Programme and Project personnel to exchange information and ensure consistent service delivery.

### 2. Job Purpose

The Programme Assistant provides programme, administrative and financial support to the programme and operations team in implementation of country programme.

### 3. Major Activities/Expected Results

- Provides significant input into arranging programme activities, including supporting programme officers in preparation of budget, arranging venues, materials, helping in preparation of the presentations.
- Contributes to the preparation of programme and financial reports by collecting information, preparing tables, drafting selected sections of the report etc.
- In coordination with national counterparts and programme personnel assists in routine implementation of the projects, and coordinates the delivery of project inputs, e.g. track reports, prepare budget revisions and transfer forms and takes follow up actions.
- Assists programme personnel in providing guidance on programme policies and procedures, , e.g. prepare letters and memos, create vendor information;
- Provides support on national execution under the HACT modality, including support to HACT assurance activities, such as spot checks, audits etc.

- Assists with programme related procurement of services/goods and ensures that procurement is in accordance with UNFPA Procurement Procedures: collects supporting documents; obtains price quotations and prepares comparative tables; makes logistical arrangements for the delivery, including customs clearance and distribution; obtains Receipt and Inspection Reports and acceptance reports from national counterparts.
- Compiles relevant background materials and prepares briefs and summaries if requested. Maintains database of public information contacts and potential donors.
- Arranges programme meetings, including organizing the venue, preparing draft minutes of programme meetings, communicating draft minutes to the participants and receiving feedback. Ensures quality and completeness of filing of programme documents.
- Assists in the archiving, filing, and maintenance of up to date electronic mailing lists on programme and technical matters.
- Undertakes all logistical, administrative and financial arrangements required for the successful planning and delivery of technical workshops, inter-agency meetings, panel discussions, roundtables, missions, and other events organized by the output managers in close collaboration with the operations team. This may include liaising with event management companies and caterers supporting the procurement process for these and related services.
- Provides logistical support to programme events by gathering and compiling data and information for the preparation of events documents, speeches and position papers. This includes (but is not necessarily limited to) preparing and distributing COA authorization letters; collecting and following up on nominations and registration; preparing list of participants; managing programme related travel and visa requirements, circulating events materials.
- Raises requisitions in ATLAS with input from designated clients.
- In coordination with designated UNFPA Country Office's Monitoring and Evaluation officer collects and processes information relevant to programme monitoring and evaluation and programme indicators.
- Translates and drafts letters and other programme documents as well as provides oral translation as may be assigned by country office management;
- Contributes to implementation of CO advocacy and communication strategy.
- Collects data to maintain information sharing and knowledge, including data from project activities to feed data base on UNFPA activities.
- Any other duties as required.

#### **4. Work Relations**

The Programme Assistant works with and provides support to the members of the Turkmenistan Country Office team, both programme and operations. Contacts with staff and other personnel to 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 aspect of the work area, which may include providing clarification of non-routine matters involving some technical input.

## **5. Job Requirements**

### **Education:**

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.
- Knowledge of Atlas/PeopleSoft or other ERP system is an asset;
- Good writing and communication skills.

### **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 Skill Set:**

- Providing logistical support
- Managing data
- Managing documents, correspondence and reports
- Managing information and work flow
- Planning, organizing and multitasking

**Languages:** Fluency in English and Russian is required. Working level of Turkmen is required.