



UNITED NATIONS POPULATION FUND

I. Position Information

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| Position: | Project Assistant |
| Project: | Strengthening prevention and response to GBV in Central Asia |
| Hiring Department: | United Nations Population Fund (UNFPA) |
| Type of Contract: | Service Contract |
| Level: | SB3, PEG 5 |
| Duty Station: | Ashgabat, Turkmenistan |
| Period: | till 31 March 2025 (with possible extension subject to funding) |
| Work type: | Full time |
| Reports to: | UNFPA National Programme Analyst on Gender and Youth |

DocuSigned by:

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II. Organizational Context

Position

The Project Assistant provides programme, administrative and financial support to the UNFPA gender programme portfolio in the provision of the country level deliverables. The Project Assistant works in a collaborative manner with the UNFPA Country Office's programme and operations staff, main stakeholders, and the UN agencies. The Project Assistant will be directly reporting to the UNFPA National Programme Analyst on Gender and Youth.

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, focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

UNFPA is one of the UN's lead agencies working to advance gender equality and women's empowerment, and to end and respond to gender-based violence. UNFPA's gender programmes offer multi-sectoral response to gender-based violence, and promote the right of all women and girls to live free of violence and abuse. Eliminating gender-based violence (GBV) and harmful practices is one of three UNFPA's global transformative results. UNFPA is recognized for its longstanding work on prevention and response to GBV. This includes advocacy and policy development, implementing a multi-sectoral response, supporting essential services for survivors, combating harmful practices, strengthening GBV data collection, analysis and use, tackling social norms and gender stereotypes. In Turkmenistan, UNFPA is partnering with the Government to establish a multi-sectoral response system to gender-based violence (GBV) for healthcare, police and social services, as well as create enabling policy environment and promote positive social norms in the community. As such, UNFPA supports the Government in the implementation and monitoring of the second National Action Plan on Gender Equality for 2021-2025. In 2022 UNFPA Turkmenistan will be contributing to the implementation of the UNFPA Regional Project on "Strengthening prevention and response to GBV in Central Asia" which is a part of a Central Asia programme funded by the Central Asia - UK Conflict Stability and Security Fund funding (currently the regional project is at the consideration stage and will be operationalized upon its approval). This project will roll out programme interventions so that women and girls in Turkmenistan exercise their right to a life free of violence by access to quality GBV services and increase in uptake of gender-equitable social norms and practices in societies and communities by i) strengthening the response to GBV and improving the implementation of normative and policy frameworks on GBV in development and humanitarian settings; and ii) addressing social norm changes to prevent GBV and foster resilient and peaceful societies. The initiative will contribute to strengthening social cohesion and advancing more gender equitable societies as a part of wider efforts to ensure sustainable, peaceful and equal societies.

III. Main Tasks and Responsibilities

Under the overall guidance of the Head of Office and direct supervision of the UNFPA Gender and Youth National Programme Analyst, the Project Associate will be responsible for the following:

Programmatic work:

- Provide support to operational coordination and implementation of activities within the Gender programme portfolio;
- Carry out the day-to-day implementation and provision of periodic narrative and financial reports on country-related activities and deliverables;
- Assist in managing financial resources effectively and efficiently so as to achieve the outcomes/outputs and deliverables within the set timescale and available budget.
- Assist in implementation and evaluation of the activities within the Gender programme portfolio in accordance with the stated outcomes/outputs and performance indicators summarized in the Result Frameworks;
- Support in regular communication and coordination with the national partners, and other partners and interested stakeholders, with regard to Gender activities.
- Document and track work plan outputs throughout the year in light of Annual Work Plan.

- Tracking and managing of spending in accordance with the allocated budget, as well as UNFPA rules and procedures, to ensure transparency, responsibility, and timely fulfilment of both program targets and budget targets.
- Preparation and submission of progress reports and other required reports in accordance with requirements, in all required languages (English, Russian, and/or Turkmen, using outside translation as needed).
- Contribute to the monitoring of the experts working for gender programme portfolio projects, including both international and national consultants.
- Assist with the implementation of regular data collection and analysis, as well as reporting and public outreach via the mass media, events, and other means, to disseminate the results of the Project.
- Travel within Turkmenistan if required; possible travel within and outside the country for participation in relevant meetings.
- Support during the related project evaluations, if any.

Administrative work:

- Maintain project correspondence and communication;
- Contribute to the preparation and implementation of progress reports;
- Maintain schedule of meetings and support all logistics arrangements and draft meeting minutes;
- Maintain filing system;
- Prepare routine correspondence, Note Verbales, memoranda etc.
- Provide support to international consultants in the implementation of their tasks for the achievement of activity results (communication, contracts, agenda, visas, hotel reservations, etc as relevant);
- Assist in logistical organization of meetings, training and workshops.

Financial management:

- Process payments for operational expenses, etc. against project budgets and work plans;
- Process budget revisions;
- Prepare and submit expenditure and programme budget status reports;
- Advise and assist international advisors and national consultants on all aspects of allowances, travel claims and other financial matters and calculate payments due for claims and services;
- Undertake other financial and administrative tasks on an ad hoc basis.

Procurement:

- Carry out procurement and recruitment processes; assist relevant staff in the preparation of Terms of References for the consultants;
- Create and manage e-requisitions in the UNFPA financial system;
- Perform other duties as assigned.

IV. Key Performance Indicators

- Timely and quality project implementation, monitoring and reporting;
- Timely and quality assistance to finance management;
- Timely and quality performance of administrative and procurement processes;
- Adherence to UNFPA standards, rules and procedures.

V. Required Competencies**Core 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

- Providing logistical support
- Managing data, information and work flow
- Managing documents, correspondence and reports
- Planning, organizing and multitasking
- Ability to work in a team

Academic Requirements:

- University degree in social sciences, international relations, law, demography, development studies, gender/women's studies or related fields.

Experience:

- Minimum 5 years of progressive professional experience in the public or private sector in administrative and operational support for project implementation. Prior experience in working with/or for international organizations is an advantage
- Experience coordinating and liaising with government agencies and donors is an asset.

Languages: Fluency in English, Russian and Turkmen**Computer skills:** Proficiency in current software applications**Other:** Excellent communication skills, accuracy, ability to work in a team