



Administrative and Finance Associate

Job title:	Administrative and Finance Associate
Level:	ICS 7 (G7)
Position Number:	11650
Location:	Ashgabat, Turkmenistan
Full/Part time:	Full time
Fixed term/Temporary:	Fixed Term
Rotational/Non Rotational:	Non-Rotational
Duration:	One year (renewable)

The Position:

The Administrative and Finance Associate position is located in the UNFPA Turkmenistan Country Office based in Ashgabat. Under the guidance and supervision of the Head of Office, the Administrative and Finance Associate provides quality services in the areas of finance, human resources (HR), procurement, security and general administration to internal and external clients mastering all relevant regulations, rules, guidelines, processes and procedures. S/he supervises clerical and support staff.

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 (2022-2025), 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 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 Administrative and Finance Associate takes a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing support and guidance to the Country Office. In support of UNFPA's strategic direction at the country level, the Administrative and Finance Associate contributes to ensuring effective and efficient application of country office resources through support and monitoring in the following areas:

- Finance and Budget Management



- General Administrative Services including Procurement
- Human Resources Management

You would be responsible to:

A. Finance and Budget Management

- Prepare annual budget and budget revisions for operational activities and enter in the ERP System
- Provide timely operational clearance in the ERP system on programme-related budgets and send to commitment control (KK);
- Perform Finance User function in the ERP system and verify completeness and accuracy of payment requests in line with prevailing policies, etc., identifying and following up with relevant personnel on errors and gaps;
- Raise Accounts Payable (AP) vouchers in the ERP system and ensure proper payee information, accurate COA and approved amount and liaise with UNDP to ensure timely processing in the system as required;
- Create, edit and present information (queries, reports, documents) in visually pleasing, clear and presentable formats;
- Prepare monthly and quarterly Financial Accountability Checklists for approval by the Head of Office with relevant supporting documentation;
- Monitor Institutional and Programme Budgets on a regular basis and submit timely requests for redeployment to HQ for Institutional Budget when necessary, and review programme budget revisions;
- Carry out cost recovery exercise to proportionately charge the common expenses to non-core resources;
- Respond to HQ's and RO queries as and when required and provide guidance on financial matters/policies to programme colleagues;
- Conduct secondary review of E-FACE forms entered by Programme Associate, verify accuracy of information and ensure proper recording of expenses including timely release of funds to IPs;
- Review monthly statements and generate financial reports to ensure that expenditures have been properly recorded and that the allotments are not exceeded;
- Ensure timely annual budget allocations and completion of year-end closure activities;
- Develop tools and mechanisms for effective and efficient monitoring of financial resources;
- Interpret financial policies and procedures and provides guidance to office colleagues
- Contribute to the development of the annual assurance plan, take part in conducting spot checks of Implementing Partners jointly with programme colleagues and participate in HACT-related meetings and discussions on a regular basis;
- Work on audit issues, by providing the required information to auditors, drafting responses to audit findings and recommendations, and follow up accordingly;
- Provide inputs and review UNFPA funding proposals, cooperation and co-financing agreements as well as reports requiring financial information;



- Review and monitor charges for common premises, services and cost-recovery taking into account maximum cost efficiency and represent UNFPA's interest in related negotiations and agreements;
- Implement corporate systems and applications in support of financial management;
- Act as Petty Cash Custodian and perform reconciliations on a regular basis.

B. General Administration including Procurement

- Assist in the preparation of the Country office work plans, progress reports, enterprise risk management in accordance with the latest requirements of the Strategic Information System;
- Draft and enter the online procurement plan. Review procurement requests and initiate procurement procedures for the office and oversee the planning and processing programme related procurement;
- Liaise with the Procurement Services Branch, RO and other relevant offices on procurement-related issues;
- Monitor and update vendor performance and assessment in the system;
- Contribute to the smooth running of the office by ensuring provision and maintenance of services and supplies;
- Coordinate and supervise shipment and custom clearance, travel, event management, administrative surveys, transportation services and insurance, space management, procurement of supplies;
- Coordinate asset management, periodic assets reports, coordination of physical verification of assets;
- Maintain operations related documentation system management; ensuring consistent use and appropriate archiving of documents.
- Actively contribute to the UN Operations Management Team and relevant sub-groups as part of the UN reform, including representing UNFPA's positioning and interests;

C. Human Resources Management

- Assist in HR management, coordinate recruitment and the selection process applying best practices HR tools and mechanisms;
- Ensure compliance with HR policies and procedures including use of Consultant Monitoring Tool;
- Act as HR local recruiter and HR focal point;
- Supervise UNFPA driver/s and Administrative Assistant;
- Assist the Head of Office in monitoring the compliance of the Performance Appraisal and Development cycle (PAD) and personnel learning and development (training and workshops);
- Assist the Head of Office in exploring effective HR related strategies to strengthen the capacity of the Office.

Carry out any other duties as may be required by the Head of Office.



Education: Completion of secondary school education required. First level University degree in finance, business administration or public administration is desirable.

Knowledge and Experience:

- 7 years of relevant experience in administration and finance in the public or private sector.
- Ability to interpret financial regulations, rules, policies and procedures and explain them clearly and concisely;
- Ability to interpret administrative and personnel rules, regulations and procedures and explain them clearly and concisely. Experience in UN personnel and administrative procedures desirable;
- Proficiency in use of spreadsheets, word processing and computerized accounting systems;
- Previous experience in the UN, as well as, experience of UN accounting frameworks and ERP systems desirable;
- Good writing and communication skills.

Languages: Fluency in English and Russian is required. Good knowledge of Turkmen is highly desirable.

Required Competencies:

<p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Managing the organization’s financial resources • Providing procurement services • Ensuring facilities and assets management • Providing logistical support • Managing data • Managing documents, correspondence and reports • Managing information and work flow • Planning, organizing and multitasking • Supporting financial data analysis
<p>Core Competencies:</p> <ul style="list-style-type: none"> • 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 	<p>Managerial Competencies:</p> <ul style="list-style-type: none"> • Providing strategic focus • Engaging internal/external partners and stakeholders • Leading, developing and empowering people/ creating a culture of performance • Making decisions and exercising judgment

**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, teamwork, embracing diversity in all its forms, integrity and a healthy balance of work and life.

We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.

UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

UNFPA promotes equal opportunities for all including persons with disabilities