

TERMS OF REFERENCE
Programme Assistant
Level: GS5

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA South Africa Country Office
Purpose:	The Programme Assistant delivers quality services in administration and programme to internal and external clients mastering all relevant rules, guidelines, processes and procedures. S/he takes a client-oriented and results-focused approach to abiding by the rules, procedures and guidelines, providing support and guidance to the CO and UNFPA-supported projects. S/he provides reliable support services to the UNFPA Programmes and Operations, ensuring the swift running of processes and addressing bottlenecks.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Programme Management</p> <ul style="list-style-type: none"> ● Track receipt of funds in the system for non-core programme funds, and liaise with colleagues for release of tranches as needed. ● Regularly monitor and analyse detailed fund expenditures, check fund availability and communicate with the respective managers; ● Advise on Chart of Accounts (COA) utilization and fund availability for new expenditures; ● Regularly analyze detailed implementation reports and liaise with finance and Regional Operations Shared Services Center (ROSSC) for alignment of Chart of Accounts (COA) as needed; ● Take stock of balances and prepares Annual Work Plan and Budgetary adjustment requests, liaising with the Programme Associate and other colleagues as needed. ● Prepare consolidated financial implementation reports on a quarterly basis, for donor reporting purposes. ● Support preparation of Procurement Requisition Forms, , finalization of Terms of Reference, budgets and cost estimates for the successful programme implementation. ● (if needed) Prepare documentation and liaise with finance team for quotations, contracting and payments, including monitoring and follow-up of outstanding processes. ● Ensure documentation on contracts, procurement and payments is duly completed and submitted; and share relevant information and updates with managers on the status of such processes. <p>Human Resources Management</p> <ul style="list-style-type: none"> ● Manage CO contracts Individual Contracts. Ensuring all Individual Contracts are registered on UNFPA Roster and Consultancy Management Tool. ● Assist in recruitment and selection processes, applying best practice Human Resource tools, policies and mechanisms. ● Assist in implementing corporate systems and applications in support of finance and human resource management. ● Country office operations, in creating systems and mechanisms for effective management of UNFPA resources. <p>Administration</p> <ul style="list-style-type: none"> ● Generate of weekly monitoring reports for all Regional Shared Service Centre Submissions. ● Perform such other duties as may be assigned by supervisor.

Duration and working schedule:	The assignment will start on 2 May 2022 to 31 December 2022).
Place where services are to be delivered:	The Programme Assistant will work from UNFPA Country Office, Pretoria.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	2 May – 31 December 2022. Monthly report on tasks and results based on a daily log.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Under the leadership of the Assistant Representative, the Programme Assistant will work under the supervision of the Gender Policy and Advocacy Specialist.
Expected travel:	Not Applicable. There is no anticipated travel
Required expertise, qualifications and competencies, including language requirements:	<p>The following competencies and qualifications are required:</p> <ul style="list-style-type: none"> ▪ Five years of working experience with secondary [high school] education ▪ Three years of working experience with Bachelor’s degree in Business Administration, Management, Economics, an accredited academic institution ▪ Good communication skills. ▪ Prior experience with the UN System will be an asset. <p>Languages:</p> <ul style="list-style-type: none"> ▪ Fluency in oral and written English. <p>Functional Skill Set:</p> <ul style="list-style-type: none"> ▪ Managing documents, correspondence and reports ▪ Planning, organizing and multi-tasking. ▪ Providing logistical support ▪ Managing data ▪ Managing information and workflows ▪ Supporting financial data analysis
Other relevant information or special conditions, if any:	<p>The deadline for applications is 19 April 2022, 5 pm South African time.</p> <ul style="list-style-type: none"> ▪ Submit your application with a detailed Curriculum Vitae (CV) and motivational letter to zaf.admin@unfpa.org. Please specify in the email subject “Programme Assistant”. ▪ UNFPA does not charge a fee at any stage of its recruitment process (application, interview, processing, training) or other fee, or request information on applicants’ bank accounts. ▪ UNFPA will only respond to those applicants in whom the Country Office has further interest. In the event that UNFPA does not contact you by 24 April 2022, please consider your application unsuccessful. <p>The Consultant Fee will be GS5 (R33,210 to R36,278)</p>
Signature of Requesting Officer in Hiring Office:	
Date:	