

Job Description

Post Title: Project Administrative and Finance Assistant, Youth Development Program
Level: Service contract, SC7

Duration: 1 year initially, renewable subject to satisfactory performance
Location: UNFPA Mongolia Country Office (to be confirmed at later stage)

Organizational Context

Under direct supervision of the Project Coordinator, the Project Administrative and Finance Assistant is expected to provide support in all daily administrative, financial, logistical and operational activities of UNFPA Youth Development Program (YDP) Project, funded by the Government of Switzerland, to be implemented during a period of 2013-2017.

He/she will be responsible for logistics and office management of the project and also shall provide administrative assistance to the project participants in implementing project activities. He/she will work closely with relevant programme and operations staff of the country office and Implementing Partners to ensure compliance with UNFPA financial rules and procedures.

Results-Oriented Functional Statement

Finance:

- Assists in the management of the project budget by budget formulation, controlling allocations, monitoring expenditures, and preparing revisions according to the needs of the project.
- Enters into a corporate financial system annual budgets of projects based on approved annual workplans, makes budget revisions based on requests and justification letters from projects, and monitors project budgetary commitments,
- Generates financial reports, when needed,
- Checks and examines various project financial reports for accuracy and consistency against approved budgets,
- Participates in monitoring visits to project sites,
- Takes required actions on operational and financial closure of projects in line with UNFPA programming guidelines and NEX procedures,
- Coordinates and liaises with between audit teams and projects for annual project audits.

- Acts as project asset focal point by maintains records of the project assets, inventory and leasehold improvements, conducts annual physical count of assets under project custody.
- Coordinates with the IPs for taking necessary action for the transfer of title over non-expendable equipment and supplies upon delivery.
- Conducts spot checks and monitoring visits to project sites on use of non-expendable equipment, coordinates with IPs staff for preparation, registering and maintaining equipment record according to the LOUs and follows up on submission of annual Forms C.
- Makes international and local travel arrangements for its project staff and implementing partners, follow-ups with the concerned staff on timely submission of F-10 form to country office.
- Drafts routine correspondence related to financial and administrative matters for the signatures of Project Manager.
- Ensures the effective recording and reporting system, internal control and audit follow-up and processes administrative and financial transactions in an accurate and timely way.

Administrative:

- Assists in preparation of annual and quarterly project workplans, and arranges relevant planning meetings within the office and with counterparts,
- Facilitates preparation of project review meetings and semiannual Component meetings, drafts minutes of meetings,
- Ensures that all official documents are prepared and kept in the project files for retrieval and archiving,
- Facilitates project activities and relevant missions, by arranging meeting schedules, coordinating logistical support, collecting reference documents, and maintaining records,
- Prepares necessary documentation, minutes of meetings and notes to file for relevant transactions (e.g. grant agreements, services contracts etc.),
- Arranges UNFPA Programme Team meetings and takes minutes,
- Ensures facilitation of knowledge-sharing between programme and operations clusters,
- Drafts routine project related correspondence,
- Translates documents and interprets during meetings, as needed,
- Provides support to incoming missions and visitors,

- Provides logistical support during big events, trainings and meetings,
- Undertakes others administrative and financial tasks as required.

Functional Competencies

- **Business acumen**
Independently gathers, analyses and interprets data and information from a wide range of sources using appropriate analytical tools and professional standards. Identifies warning signs based on financial analysis, probes for clarification or points of concern and presents findings
- **Client orientation**
Establishes effective relationships with internal and external clients, actively supports the interests of the client and researches potential solutions to client needs Organizes and prioritizes work schedule and addresses client needs and deadlines promptly and diplomatically
- **Implementing management systems**
Maintains information/databases on system design features and develops system components. Makes recommendations relative to work-processing approaches and procedures which would lead to more efficient systems design.

Corporate Competencies:

Values

Integrity/Commitment to mandate

Acts in accordance with UN/UNFPA values and holds himself/herself accountable for actions taken. Demonstrates personal commitment to UNFPA's mandate and to the organizational vision.

Knowledge sharing/Continuous learning

Takes responsibility for personal learning and career development and actively seeks opportunities to learn through formal and informal means. Learns from others inside and outside the organization adopting best practices created by others. Actively produces and disseminates new knowledge.

Valuing diversity

Demonstrates an international outlook, appreciates differences in values and learns from cultural diversity. Takes actions appropriate to the religious and cultural context and shows respect, tact and consideration for cultural differences. Observes and inquires to understand the perspectives of others and continually examines his/her own biases and behaviors.

Managing Relationships

Working in teams

Works collaboratively with colleagues inside and outside of UNFPA to allow the achievement of common goals and shared objectives. Actively seeks resolution of disagreements and supports the decisions of the team.

Communicating information and ideas

Delivers oral and written information in a timely, effective and easily understood manner. Participates in meetings and group discussions actively listening and sharing information. Frankly expresses ideas with the intent to resolve issues, considers what others have to say and responds appropriately to criticism.

Conflict and self management

Manages personal reactions by remaining calm, composed and patient even when under stress or during a crisis and avoids engaging in unproductive conflict. Expresses disagreement in constructive ways that focus on the issue not the person. Tolerates conditions of uncertainty or ambiguity and continues to work productively.

Working with people

Empowerment/Developing people/Performance management

Integrates himself/herself into the work unit seeking opportunities to originate action and actively contributing to achieving results with other members of the team. Knows his/her limitations and strength, welcomes constructive criticism and feedback and gives honest and contractive feedback to colleagues and supervisors. Seeks new challenges and assignments and exhibits a desire to learn. Accepts responsibility for personal performance participating in individual work planning and objective setting seeking feedback and acting to continuously improve performance.

Personal Leadership and Effectiveness

Analytical and strategic thinking

Uses appropriate analytical tools and logic to gather, define and analyze information, situations and problems and draws logical conclusions from data. Demonstrates an ability to set clear and appropriate priorities focusing on tasks and activities which have a strategic impact on results. Anticipates and meets information needs of the team and other stakeholders.

Results orientation/Commitment to excellence

Strives to achieve high personal standard of excellence. Takes action that goes beyond responding to the obvious needs of the situation and persists until successful outcomes are achieved.

Appropriate and transparent decision making

Makes timely and appropriate decisions taking into consideration various and complex issues and takes responsibility for the impact of decisions.

Inquires to understand the perspectives of others and continually examines his/her own biases and behaviors

Job Requirements:

Academic requirements:

University degree in business administration, commerce, economics or social sciences. Strong finance/accounting and research knowledge.

Experience:

No prior experience is required. 4 years of relevant work experience and/or graduate degree is a plus.

Language:

Fluency in English and Mongolian, excellent writing and translation skills.

Computer skills:

Relevant computer skills, word processing, power point presentations, excel spreadsheets. Familiarity with People Soft/ERP is an asset.