



## JOB DESCRIPTION

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<b>Official Job Title:</b>	<b>Administrative Associate</b>	<b>Duty Station: Amman</b>
<b>Grade (Classified)</b>	<b>GS-6</b>	<b>CCOG:</b>
<b>Post Number:</b>	<b>114312</b>	
<b>Post Type:</b>	<b>Fixed –term <input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational</b>	
<b>Classification Authority:</b>		<b>Date: February 2017</b>

### 1. Organizational Location

The Administrative Associate is located in UNFPA Jordan Country Office (CO) and reports to the Operations Manager. S/he is under the overall guidance of the Representative and direct supervision of Operations Manager.

### 2. Job Purpose

The Administrative Associate delivers quality services in administration and support programme financial aspects to internal and external clients mastering all relevant rules, guidelines, processes and procedures. S/he takes a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing support and guidance to the CO and UNFPA-supported projects.

### 3. Major Activities/Expected Results

- Adapts processes and procedures, anticipates and manages operational requirements of programme/ project inputs under national execution in terms of personnel, sub-contracts, equipment, fellowships, study tours, and other programme and project-related events to facilitate programme/ project delivery.
- Implements corporate systems and applications in support of finance and country office operations, creates systems and mechanisms for effective management of UNFPA resources, and advises and trains project staff.

- Reviews procurement requests and initiates procurement procedures for office and project equipment, supplies and services in a transparent and cost-effective manner; recommends procurement decisions. Contributes to the smooth running of the office by ensuring provision and maintenance of services and supplies following-up processes and maintaining up-to-date inventory and records.
- Provides guidance to functional units on financial accountability within programme responsibilities and on the effective use of programme resources.
- Verifies receipt of goods and services, ensuring specification, condition and quantities of goods are correct and paperwork is complete and properly filed.
- Provides information needed to respond to audit observations/findings.
- Maintains a central filing system; ensuring consistent use and appropriate archiving of official administrative documents.
- Participates in the identification and formulation of the project workplans with emergency technical team and various partners, revise work plans and prepare tables and statistical data.
- Contributes to the creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches of the Country Office and drafting relevant materials for dissemination.
- Provides logistical support to projects by coordinating review meetings and other project related workshops and events. To provide logistical, administrative assistance with regards to the planning and implementation of programme office events, meeting and workshops and perform other tasks as required.

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

The Administrative Associate maintains collaborative relationships with operations and programme teams at the CO. Internal contacts include the Assistant Representative, the Operations Manager, the CO's operations team, and the CO's programme/ technical team.

#### **5. Job Requirements**

##### **Education:**

Completed Secondary Level Education required. First level university degree desirable.

**Knowledge and Experience:**

- Six years of relevant experience in administration, finance or office management.
- Proficiency in current office software applications and corporate IT systems.
- Good writing and communication skills.

**Required Competencies:**

Values: Integrity, commitment, embracing diversity, embracing change

ii) Core Competencies: Achieving results, accountability, developing professional expertise, analytical thinking, working in teams, communicating for impact

iii) Required Skillset:

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

**Languages:**

Fluency in English Arabic is required.

UNFPA provides a work environment that reflects the values of gender quality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.

**How to Apply:**

Interested Applicants of Jordanian nationality are advised to complete their Personal History Form (P11), which can be downloaded from <http://jordan.unfpa.org> website (**only P11 Form will be considered**). Kindly forward your completed P11 along with a copy of your academic qualifications certificate to the email address [vacancy@unfpa-jordan.org](mailto:vacancy@unfpa-jordan.org) indicating the **Vacancy Number and the Job Title** in the e-mail's subject, before the deadline of **10 April 2017**.

Candidates who are seriously being considered will be contacted for an interview.