

RE-ADVERTISEMENT Administrative/Finance Associate, Regional Office, Dakar, Senegal, G6, Dakar

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Company: United Nations Population Fund

Location: Dakar

Category: other-general

The Position:

The Administrative/Finance Associate delivers effective financial advice and services to internal and external clients, providing finance related guidance to both Country Office (CO) and UNFPA supported projects.

He/She will report to the Regional International Operations Manager and will work in collaboration with the Finance Associate.

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 (-), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to . Our strategic plan calls upon UN Member States, organizations and individuals to build forward better, while addressing the negative impacts of the Covid-19 pandemic on women and girls access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

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/Finance Associate will support the effective management of UNFPA programme activities in the Region Office for the RO and the Country Offices (COs). He/She will perform a variety of standard financial and administrative processes.

He/She Possessing a depth of knowledge of UNFPA financial rules, guidelines, and processes, he/she will demonstrate a client-oriented, results-focused approach to interpreting rules, procedures and guidelines. He/she will act in an advisory manner to programme/project staff to maximize the impact of financial resources in delivering programmes/projects.

Qualifications and Experience:

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Education:

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

Knowledge and Experience:

Six years of relevant experience in administration, finance or office management; Proficiency in current office software applications, web-based management and ERP financial systems; Detailed knowledge and understanding of clerical, administrative, secretarial best practices and procedures within a multicultural corporate environment; Strong interpersonal and organizational skills; Computer literacy Word, Excel, Power-point, etc.; Previous experience in the UN is an asset; Good writing and communication skills; Demonstrated ability to work in a team environment;

Languages:

Fluency in French is required. English is highly desirable.

Compensation and Benefits:

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

Disclaimer:

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.

To view the complete job description and apply to this position, click Apply Now below.

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