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JOB DESCRIPTION

Project Administrative and Finance Associate

Job title:	Project Administrative and Finance Associate
Level:	SB 3.3
Position Number:	tbc
Location:	Chisinau, Republic of Moldova
Full/Part time:	Full-time
Fixed term/Temporary:	Service Contract
Rotational/Non Rotational:	Non Rotational
Duration:	1 year (with possibility of extension until 28 February 2023)

The Position:

Project Administrative & Finance Associate assists in the effective implementation of the "EU4Gender Equality: Together against gender stereotypes and gender-based violence" programme, funded by European Union, implemented jointly by UN Women and UNFPA. The programme is implemented in six countries: Armenia, Azerbaijan, Belarus, Georgia, Moldova, and Ukraine. The project coordinator on Gender Equality will be responsible for coordinating the programme in the Republic of Moldova.

The regional project aims to strengthen equal rights and opportunities for women and men through shifting social perceptions, gender stereotypes, and men's participation in caretaking. The specific objectives are threefold: 1. Shifting societal perceptions around gender stereotypes and patriarchal norms which limit women's rights; 2. Men's involvement in the care taking of their children and participation in fathers programmes have increased; 3. Social workers (mediators) and CSOs have increased knowledge and tools on how to conduct evidence-based violence prevention programmes targeting perpetrators of domestic violence.

In implementing this project, Project Administrative & Finance Associate will work under direct supervision of the Project Coordinator on Gender Equality.

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 (2018-2021), 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.



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In the Republic of Moldova, UNFPA is implementing the [Country Programme 2018 - 2022](#) which is aligned with the [Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022](#) and the [UNFPA Global Strategic Plan 2018 – 2021](#).

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.

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

In 2018 UN Women Moldova Country Office started to implement its new [Strategic Note \(SN\) for 2018-2022](#), which is aligned with the [Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022](#) and the [Global Strategic Plan of UN Women](#). UN Women's operation in Moldova focuses on bringing about concrete change in the lives of women and the society towards the long-term impact of achievement of gender equality and the empowerment of women and girls in the country. UN Women works with variety of national and international partners to challenge gender-based stereotypes and towards the creation of an environment, whereby women act as key agents of change towards greater equality and development, in partnership with men and boys.

Job Purpose:

Project Administrative & Finance Associate will contribute to the effective implementation of the activities within the frame of "EU4Gender Equality: Together against gender stereotypes and gender-based violence" programme, funded by European Union, implemented jointly by UN Women and UNFPA.

Project Administrative & Finance Associate will, under the guidance of Project Coordinator on Gender Equality, apply efficiently UNFPA programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems. It is expected that you maintain collaborative relationships with all programme, operations and project staff from UNFPA CO and UN Women CO.

This project will particularly work at the local and community level, with focus on two regions (Falesti and Straseni) with government bodies, civil society organizations, different non-traditional partners and other United Nations agencies and multilateral organizations. It is led jointly by UNFPA and UN Women at the regional and national levels, which are globally recognized as leading agencies in the area of gender equality and the prevention of harmful practices against women and girls.

The program is aimed at achieving the following outputs: 1) Increased awareness of country-specific norms and stereotypes: the public is more aware of rights to reduce the impact of stereotypes and change the roles of men; 2) Actions taken and behaviors changed in key areas by targeted audiences and decision-makers to improve equality of opportunities and realization



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of women's rights, including their employment opportunities and women; 3) Targeted citizens, governments, medical providers and professionals are aware of the benefits of involving men in prenatal check-ups and in fathers' groups, and put the new skills to use; 4) Men are engaged in prenatal services and Papa groups in order to involve them in their caretaking responsibilities, and advocate for gender transformative approaches related to parental leave; 5) Evidence-based violence prevention programmes for perpetrators used in EU Member States and other prevention programmes for perpetrators are being piloted.

Project Administrative & Finance Associate will be leading day-to-day administrative and financial parts of the project.

You would be responsible for:

A. Ensure efficient project administrative management:

- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;
- Provide support to national and international consultants and counterparts in the implementation of their tasks for the achievement of project results (communication, contracts, agenda, visas, hotel reservations, etc.);
- Maintain records on all project personnel/national consultants and their respective status (contracts, ToRs, time and attendance – if appropriate, etc.) in accordance with accepted policies and procedures;
- Prepare and issue contracts;
- Make pertinent logistical arrangements for the prompt and effective implementation of the programme activities;
- Draft minutes of project related meetings when required;
- Assume overall responsibility for administrative matters of a more general nature, such as registry and maintenance of project files and records;
- Arrange external and internal meetings (including at technical level, as well as other relevant meetings etc.).

B. Ensure efficient project financial management:

- Prepare requests for advance of funds and/or direct payments;
- Monitor budget expenditures and maintain a proper record of approved project budgets and their revisions, including in relation with Implementing Partners;
- Prepare proposals for budget revisions;
- Prepare and submit expenditure and programme budget status reports;
- Respond to queries from the regional project team with respect to financial aspects of the programme;
- Prepare recurring reports as scheduled and special reports as required for budget preparations and audit;



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- Advise and assist international advisors and national consultants on all aspects of allowances, travel claims and other financial matters and calculate payments due for claims and services;
- Assist the auditing performed by the project managers over the funds allocated to project. Ensure the compliance of allocated funds with the UNFPA norms and regulations and EU donor requirements;
- If necessary, travel for control and auditing purposes to the project;
- Undertake other financial and administrative tasks on an ad hoc basis.

C. Ensure effective project procurement:

- In accordance with the Work Plan arrange for procurement of equipment, supplies and services;
- Process in ATLAS the transactions in line with the Internal Control Framework;
- Arrange for equipment maintenance and insurance as required;
- Ensure that contractual processes follow the stipulated UNFPA procedures;
- Maintain an equipment and spare inventory including verification and transfer when required.

Carry out any other duties as may be required by UNFPA leadership, which contributes to the project efficient implementation.

Qualifications and Experience:

Education:

- University Degree in economics, finance, accounting, public administration, and/or other related areas.

Knowledge and Experience:

- At least 7 (seven) years of experience in administrative work, accounting/finance, economics, or other substantive area is required;
- Proficiency in current office software applications and corporate IT systems;
- Prior experience in development assistance or related work for a donor organization, governmental institutions and/or NGOs, is a very strong advantage;
- Knowledge of ATLAS / PeopleSoft or other ERP system is an asset;
- Strong interpersonal and organizational skills.

Languages:

- Fluency in both oral and written English and Romanian.



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- Working knowledge of one or more additional languages relevant for Moldova, including Russian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

Required Competencies:

Values:

- Exemplifying integrity,
- Demonstrating commitment to UNFPA and the UN system,
- Embracing cultural diversity,
- Embracing change.

Functional Competencies:

- 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.

Core Competencies:

- 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.

Compensation and Benefits:

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

This is a local position, therefore only citizens of the Republic of Moldova or others legally authorized to work in the country are eligible to apply.

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 <http://www.unfpa.org/help/hotline.cfm>

Signed by UNFPA

DocuSigned by:

Nigina Abaszada

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Nigina Abaszada,
UNFPA Representative

12-Jul-2020



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