

TERMS OF REFERENCE

UNFPA Turkey Humanitarian Programme/Administrative Associate

Type of Contract	: Service Contract
Level	: SB3/SC6
Duty Station	: Ankara, Turkey
Duration	: Up to end of 2019, with possibility of extension

Background:

Since 2011 UNFPA Turkey has been actively involved in the humanitarian response to the Syrian crisis within the framework of the government endorsed UN Regional Refugee and Resilience Plan (3RP) to refugees in Turkey and displaced people inside Northern Syria within the framework of the Whole of Syria.

Implementing its mandate, UNFPA works in close collaboration with line ministries and their provincial directorates to support national systems to provide quality services (health and protection) with a wider coverage. UNFPA runs its programme to ensure that sexual and reproductive health rights of refugees are met; the risks of maternal and infant mortality and morbidity, HIV infection, unwanted pregnancy, sexual violence and exploitation and other reproductive health-related conditions are addressed and protection services are provided without barriers such as language. For this purpose, UNFPA supports Women and Girls Safe Spaces, Social Service Centers, Key Refugee Service Units and mobile teams in 22 provinces. Interventions within the programme include: capacity building of service providers, social workers, government officials, NGOs; service provision on sexual and reproductive health and psychosocial support; provision of protection services, outreach work, design and dissemination of critical IEC material to refugees; and provision of humanitarian materials including hygiene kits and medical equipment to support the provision of quality reproductive health.

To strengthen and support its operations, UNFPA will be recruiting a Programme/Administrative Associate.

Major Activities/Expected Results:

Under the overall guidance of the UNFPA Humanitarian Programme Coordinator and direct supervision of the Humanitarian Operations Associate, the Programme/Administrative Associate will contribute to the overall administration and implementation of the Humanitarian Programme of UNFPA Turkey via supporting timely and high quality delivery of outputs according to the Work Plans and UNFPA's procedures.

Expected Results/Description of Responsibilities:

- Conducts all types of procurement under the humanitarian programme (including drafting of RFQ/Ps and ITBs and contracts);
- Creates Purchase Orders in Atlas, enters vendor information in Vendor Portal;
- Prepares requests and supporting documents for payments;
- Supports customs activities and distribution of supplies as required;
- Supports coordination activities with stakeholders at the central and local level as needed;
- Drafts meeting minutes, prepares information and/or briefs, summaries and background documentation for humanitarian missions and meetings. Prepares power point and other

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presentations, including computer generated visuals such as graphs. Prepares translations as necessary;

- Supports organization of programme events (including meetings, workshops, seminars, trainings) in Ankara and the field;
- Supports travel of the humanitarian team to programme sites;
- Follows up printing of humanitarian publications and IEC materials;
- Perform other related duties as required.

Work Relations:

Works closely with the UNFPA Humanitarian Programme Team and UNFPA Office staff. Works closely with national partners. Collaborates with other UN agencies.

Minimum Qualifications and Experience:

Education	: Bachelor's Degree in Social Sciences, Business or Public Administration, Economics, Political Sciences or other related field
Experience	: Six years of relevant experience in administrative work or programme support functions
Language	: Fluency in written and spoken English and Turkish
Computer Skills	: Proficiency in current office software applications and web based management systems
Nationality	: Turkish

Skills and Competencies:

- Experience in procurement is an asset
- Experience in processing payments is an asset
- One year working experience in project implementation is an asset
- Knowledge of Atlas/PeopleSoft or other ERP application is an asset
- Working experience with an international organization is an asset
- Familiarity with UN procedures and working methods is an asset

Core Competencies:

- Values
- Achieving Results
- Being Accountable
- Developing & Applying Professional Expertise
- Thinking Analytically & Strategically
- Working in Teams/Managing our-selves and relationships
- Communicating for Impact

Functional competencies:

- Delivering results-based programmes
- Managing data, documents, correspondence and reports
- Managing information and workflow
- Providing logistical support
- Supporting financial data analysis