

## TERMS OF REFERENCE

### UNFPA Turkey Humanitarian Operations Associate

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<b>Type of Contract</b>	<b>: Service Contract</b>
<b>Level</b>	<b>: SB3/SC7</b>
<b>Duty Station</b>	<b>: Ankara, Turkey</b>
<b>Duration</b>	<b>: Up to end of 2019, with possibility of extension</b>

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#### **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 an Operations Associate.

#### **Major Activities/Expected Results:**

Under the direct supervision of the UNFPA Humanitarian Programme Coordinator, the Operations 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);
- Supervises Humanitarian Operations Team members;
- Creates Purchase Orders in Atlas, enters vendor information in Vendor Portal;
- Prepares requests and supporting documents for payments;
- Supports customs activities when needed and distribution of supplies as required;
- Coordinates organization of programme events (including meetings, workshops, seminars, trainings) in Ankara and the field;
- Prepares travel settlements and oversees travel of the humanitarian team to programme sites;
- Follows up printing of humanitarian publications and IEC materials;

Annex A

- Oversees inventory management;
- Maintains contact with vendors, follows up delivery of goods and services, provides feedback to contractors when needed.
- Manages information workflow between the Field Associates and the project team with regard to admin issues;
- 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** : Seven 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 required
- Experience in preparing payment requests is an asset
- One year working experience in project implementation/operations 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 ourselves and relationships
- Communicating for Impact

### **Functional competencies:**

- Managing data
- Managing documents, correspondence and reports
- Managing information and workflow
- Planning, organizing and multitasking
- Providing procurement services