



TERMS OF REFERENCE

UNFPA Turkey Programme Assistant

Type of Contract	: Service Contract
Level	: SB2/SC4
Duty Station	: Ankara, Turkey
Duration	: One year initially, with possibility of extension

Background:

UNFPA 7th Country Programme consists of three outcomes (1) Sexual and Reproductive Health, (2) Gender Equality and Women's Empowerment and (3) Population Dynamics. The CP focuses on advocacy and policy dialogue, capacity building, generating evidence for policy development and humanitarian service delivery in support of government efforts to reduce disparities in the access to sexual and reproductive health and rights and gender equality, particularly for most vulnerable. UNFPA partners with state and non-state actors, United Nations organizations and donors. The programme works on a transformative development agenda that is universal, inclusive, human rights-based, integrated and anchored in the principles of equality.

To support the development programme work and operations, particularly on Gender, including CEFM, UNFPA will be recruiting a Programme Assistant.

Major Activities/Expected Results:

Under the overall guidance of the SRH Programme Analyst, Gender Programme Analyst & CEFM Project Manager and direct supervision of the Programme Associate, the Programme Assistant:

- Supports timely and proper implementation of the development programme;
- Undertakes **logistical, administrative, secretarial and financial** arrangements, in consultation with the Programme Associate, for meetings, workshops, trainings and other program events organized by the Development Team;
- Assists **procurement** services and contracting processes; including seeking tenders, collecting offers, maintaining procurement and distribution records and coordination of supplies with suppliers and implementing partners;
- Makes **travel arrangements** of the development team for missions;
- Supports logistics arrangements of programme staff; such as Travel Authorization, ticket & accommodation booking;
- Supports **review of technical and financial reports** for accuracy and consistency and supports the financial monitoring of funds utilization.
- **Raises Requisitions** in UNFPA ATLAS System.
- Conducts **pre-payment review and compilation** of PO and non-PO documents of human resources, travel and other procurement. Prepares requests and supporting documents for payments.
- Prepares **information and/or briefs, summaries and background documentation required by missions and special meetings**; prepare powerpoint and other presentations, including computer generated visuals such as graphs;
- Assists day-to-day communication with **implementing partners**;
- Takes **minutes** as required; prepares **reports and informal translations** and may act as

- interpreter, as required;
- Maintains an **office e-filing system** and assist in archiving, and maintain up-to-date electronic mailing lists;
 - Performs **any other** duties, as may be required by the team.

Work Relations:

Under direct supervision of the Programme Associate, the Programme Assistant works closely with the rest of the UNFPA CO Team.

Minimum Qualifications and Experience:

- Education** : Bachelor's Degree in Social Sciences, Business or Public Administration, Economics, Political Sciences or other related field
- Experience** : 4 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 travel and event management is an asset.
- Knowledge of gender and/or reproductive health is an asset.
- Familiarity with UN procedures and working methods is an asset.
- Knowledge of Atlas/PeopleSoft or other ERP application is an asset.
- Working experience with an international organization 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:

- Logistical support
- Managing data
- Managing documents, correspondence and reports
- Managing information and workflow
- Planning, organizing and multi-tasking