

I. Position Information

Job Title: Administrative and Finance Assistant

Current Grade: SB3/4

Department: Liberia Country Office – Spotlight programme

Reports to (Title/Level): Programme Analyst NOB

II. Organizational Context

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.

The Spotlight Programme is a joint initiative of the United Nations system and the European Union in partnership with the Government and civil society of Liberia to contribute to the elimination of gender-based and sexual violence, harmful practices and obstacles to access to sexual and reproductive health rights. It will focus on consolidating gains by developing a more effective response to violence against women and girls and the promotion of sexual and reproductive health rights, through innovative approaches that strengthen an enabling legal and policy framework, effective and coordinated institutions, community mobilization and empowerment, increased and equitable access to holistic and integrated care services, access to and use of quality statistical data and strengthened and dynamic women's rights organizations.

Reporting to the Programme Analyst, the Administrative and Finance Assistant works with and provides support to the members of the Spotlight portfolio Programme Team in the development and implementation of effective programmes consistent with UN Women rules and regulations. S/he provides programme, administrative, and logistical assistance to the team for the smooth programme implementation.

III. Functions

1. **Provide administrative and logistical support to the formulation and management of programmes**
 - Provide administrative support in the preparation of programme work plans, budgets, and proposals on programme implementation arrangements, including tracking the delivery of funds;
 - Provide administrative support to the executing agencies / responsible parties on routine delivery and reporting of programme supported activities and finances;
 - Provide administrative support for the audit of programmes/ projects and support implementation of audit recommendations;
 - Identify sources, and gather and compile data and information for the preparation of documents, guidelines, speeches and position papers, in collaboration with the Programme team.
2. **Provide administrative support to the financial management of the Spotlight Programme Unit**
 - Prepare budget revisions, revise project awards and status; and determine unutilized funds and the operational and financial close of a project;

- Provide administrative support in monitoring and preparation of budget and the finances of programmes/projects, and in the preparation of FACE forms;
 - Prepare non-PO vouchers for development projects;
 - Process payment for consultants, as delegated;
 - Create requisitions in Atlas for development projects; register good receipts in Atlas.
- 3. Provide administrative support to the Spotlight Programme Unit**
- Undertake all logistical, administrative and financial arrangements for organization for meetings, workshops, events, and missions;
 - Make travel arrangements for the Programme Team, including travel requisitions and claims;
 - Draft minutes in meetings, as delegated;
 - Assemble briefing materials and prepare power-point and other presentations, in collaboration with the Programme team;
 - Organize and coordinate filing of documents; maintain mailing lists.
- 4. Provide administrative support to resource mobilization**
- Organize, compile, and process documentation and information from donors, and programme team as inputs to various databases and documents.
- 5. Facilitation of knowledge building and knowledge sharing**
- Provide administrative support to the organization of training for the office staff and partners on programme and operations related issues.

IV. Key Performance Indicators

- Timely and accurate administrative and logistical support to events, workshops, and missions;
- Full compliance of administrative activities with UN Women rules, regulations, policies and procedures;
- Timely and accurate tracking of data for Liberia Country Office management and donor purposes;
- Quality maintenance of internal systems and files;
- Quality and timely support to programme team.

V. Competencies

Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Functional Competencies

- Knowledge of programme management;
- Ability to create, edit and present information in clear and presentable formats;
- Ability to manage data, documents, correspondence and reports information and workflow;
- Good financial and budgeting skills;
- Good IT skills.

VI. Recruitment Qualifications

Education and certification:	<ul style="list-style-type: none"> • Bachelor’s degree in Business or Public Administration is required.
Experience:	<ul style="list-style-type: none"> • At least 5 years of progressively responsible experience in administrative or programme management/support; • Experience in working in a computer environment using multiple office software packages; • Experience in the use of ATLAS is an asset; • Experience in supporting a team is an asset.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in English is required; • Knowledge of the other UN official working language is an asset.

All interested applicants must submit an application letter with a UN standard personal history form and send to: liberia.procurement@unwomen.org . Please download the P11 form from <http://www.unwomen.org/en/about-us/employment>. **The deadline for application is January 15, 2019 @17:00.**

We will only consider applications with **complete P11** attached. UN Women will only be able to respond to those applicants in whom UN Women has a further interest. UN Women does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status. UN Women does not solicit fees at any stage of the recruitment process.

Women are strongly encouraged to apply.