



Vacancy Announcement No. FPA/2018/001

Post Title:	Administrative Associate
Organizational Unit:	United Nations Population Fund (UNFPA)
Type of Contract:	Service Contract (SC)
Post Level:	SB3
Number of Post:	One
Duty Station:	Port Moresby, Papua New Guinea
Duration:	Nine Months (with possible extension)
Deadline:	14 February 2018

UNFPA: Delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.

SUMMARY OF DUTIES & RESPONSIBILITIES

- Provides effective logistics and administrative support to the Demographic and Health Survey (DHS) Project and Country Office.
- Facilitates effective administrative functions in support of the DHS Project, in accordance with UNFPA's rules and regulations, ensuring quality, efficiency, accuracy and transparent utilization of financial resources.

REQUIRED QUALIFICATIONS & EXPERIENCE

- Certificate/Diploma in Finance or Business Administration and successful completion of secondary education (year 12). First level university degree desirable.
- 3 to 6 years of relevant experience in the public or private sector.
- Strong communication and interpersonal skills.
- Proficiency in current office software applications.
- Fluency in written and spoken English.
- Experience in large scale projects will be an advantage.

Interested candidates may submit their application for the post along with CV and/or UN Personal History form (P11) in electronic format (with clear subject indicating the VA number as well) to hafizi@unfpa.org or by hard copy in a sealed envelope marked confidential to the UNFPA Country Office to the following address:

United Nations Population Fund (UNFPA), One UN House, The Tower, Level 14, Port Moresby, PNG.

Should you require full copy of job description and Personal History form (P11), please contact 321-2877 or email rei@unfpa.org.

Applications received after the deadline or incomplete applications will not be considered. Only short listed candidates will be notified.