

Job Description

The Position:

The Finance and Administration Associate is located in the Malawi Country Office (CO) and reports to the International Operations Manager. S/He ensures the effective functioning of financial operations and systems in support of the Programme and office management.

How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Job Purpose:

The Finance and Admin Associate delivers quality financial services to internal and external clients mastering all relevant rules, guidelines, processes and procedures. S/he works closely with Programme and project staff providing financial monitoring and analysis of projects and advising managers on expenditure trends and implementation rates. The Finance Associate also manages the financial aspects of Country Office operations. S/he takes a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing support and guidance to the CO and UNFPA-supported projects.

You would be responsible for:

A. Financial management

- Support the monitoring of Programme financial performance for all core and non-core resources by providing necessary financial information and analysis, including implementation rate against indicators/results. Detects potential over/under expenditure problems and proposes remedial action.

- Develop tools and mechanisms for effective and efficient monitoring of Programme and project budgets, coordinate compilation of financial data and provide accurate and up-dated financial information to HQ/RO on a continuous basis.
- Interpret financial policies and procedures and provide guidance and training to staff and project managers. Strives to identify ways in which Programme financial needs can be met within existing policies.
- Assist in the management of the Country Office budget by budget formulation, controlling allotments, monitoring expenditures, and preparing revisions according to the needs of the Country Office.
- Maintain an effective financial recording and reporting system, internal control and audit follow-up, and processes financial transactions in an accurate and timely way.
- Review and monitor charges for common services and cost recovery taking into account maximum cost efficiency and represents UNFPA's interests in related negotiations and agreements.
- Provide inputs into donor and other financial reports.

B. Implementing partner support.

- Assist government staff and implementing partners to achieve financial reporting deadlines and targets on time.
- Manage the OFA and FACE reconciliation process and ensure that correct account codes are used.
- Support direct execution (DEX) processes and ensure that correct payments are made to implementing partners' vendors in the correct manner.
- Support national execution (NEX) and ensure that correct payments are made to implementing partners.
- Conduct spot checks on implementing partners as part of the HACT working group.
- Review and advise on corrective action as appropriate on NEX audit findings.

C. General administration

- Assist with the travel arrangements of project staff and other stakeholders as appropriate, including the necessary logistics, security clearances, accommodation, and other administrative requirements.
- Ensure all the F10 forms are submitted in due course. Ensure a proper travel authorization (TA) and F10 filing system.
- Interpret UN/UNFPA Administrative rules and regulations and provide guidance to project staff; identify ways in which the administrative needs can be met within existing policies in support of the projects.
- Identify ways in which the administrative needs can be met within existing policies and adapt tools and mechanisms for the effective and efficient monitoring of administrative activities.
- Carry out any other duties as may be required by the Supervisor.

Qualifications and Experience:

Education:

High School certificate but a Bachelor's degree in business administration, and/or finance is desirable

Knowledge and Experience:

- Six years of relevant experience in administration, finance or office management.
- Proficiency in current office software applications and corporate IT financial systems.

Languages:

Fluency in English and Chichewa

Required Competencies:

Values:

- Exemplifying integrity,
- Demonstrating commitment to UNFPA and the UN system,
- Embracing cultural diversity,
- Embracing change

Core Competencies:

- Achieving results,
- Being accountable,
- Developing and applying professional expertise/business acumen,
- Thinking analytically and strategically,
- Working in teams/managing ourselves and our relationships,

Functional Competencies:

- Managing the organization's financial resources
- Providing procurement services
- Ensuring facilities and assets management

Compensation and Benefits:

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

UNFPA Work Environment:

UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from the LGBTQIA+ community, minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation and selection for all regardless of personal characteristics and dimensions of diversity. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce - click [here](#) to learn more.

Disclaimer:

Selection and appointment may be subject to background and reference checks, medical clearance, visa issuance and other administrative requirements.

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process and does not concern itself with information on applicants' bank accounts.

Applicants for positions in the international Professional and higher categories, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.