



**United Nations Population Fund
Employment Opportunity at
the United Nations Population Fund (UNFPA)**

<u>Vacancy #:</u>	VA/FPA/SYR/ 07/2010
<u>Date of Issue:</u>	25 July 2010
<u>Closing Date:</u>	08 August 2010
<u>Post Title:</u>	Project Assistant-PD & Gender
<u>Duration:</u>	Initially three months , extension for one year at least is possible
<u>Category:</u>	Service Contract
<u>Duty Station:</u>	Damascus, Syrian Arab Republic
<u>Nationality of applicants:</u>	Syrian and Syrian Palestinian candidates applicants are encouraged to apply

Under the direct supervision of the National Programme Officer of Population and Development in coordination with the National Professional Program Personnel of Gender, the Project Assistant will assist in the effective management of the PD and Gender program components activities. The incumbent of the post shall perform the following functions:

DUTIES AND RESPONSIBILITIES:

- Assist in organizing the programme components' trainings, workshops, and meetings; renders the necessary logistical support including travel arrangements, requisitions for DSA and workshops fees.
- Assist in the processing of the requirements of the respective Annual Work Plans' (AWP) inputs in terms of sub-contracts; training, workshops, equipment, supplies and other AWP's related inputs.
- Assist in the management of the Fund Authorization and Certificates of Expenditure (direct cash transfer) and /or other payment modalities.
- Assist in monitoring projects expenditures and disbursements to ensure delivery is in line with approved budgets to realize targeted delivery levels.
- Secure an adequate and reliable system of monitoring to reduce or eliminate the risks that may arise during the activities implementation.
- Assist in ensuring that all substantive and financial reports are properly generated and analyzed relying but not limited to on UNFPA CO Atlas Financial reports.
- Provide logistical support to research and field monitoring; and ensures its proper documentation.
- Maintain filing (both hard and electronic) system keeping it updated to ensure easy cross-reference and retrieving of the files and records.
- Prepare the correspondences related to programs activities and ensure their conformity and accuracy with established procedures.
- Cover the secretarial part of the post of Personal Assistant to the Representative in his/her absence.

QUALIFICATIONS AND EXPERIENCE REQUIRMENTS:

FUNCTIONAL COMPETENCIES

- Be able to work adeptly on one's own and as part an office team;
- Disposition to maintain good relationships with supervisors and colleagues and adapt oneself to changing work enviroment;
- Demonstrate an ability to work with an attitude of professionalism, efficiency , cooperation and flexibility.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- University Degree in finance or business administration, humanities or social related studies, preferably Masters Degree in related fields.
- 3 years of relevant experience in the public or private sector; previous experience in the UN system is an asset.
- Ability to work in a multi-cultural environment
- Excellent command of Arabic & English languages both spoken and written;
- Good computer skills in using various office applications;

Please send your applications with clear indication of the number of the vacancy announcement to:

United Nations Population Fund (UNFPA) – P.O. Box 33190 – Damascus, Syria or to email address hajjar@unfpa.org

Candidates must submit an updated CV and complete a United Nations Personal History form (P11), which can be downloaded from UNFPA website at <http://www.unfpa.org/about/employment>