



VACANCY

The United Nations Population Fund (UNFPA) in Namibia, the leading UN organization in Reproductive Health and Population and Development, invites applicants from Namibian Nationals to apply the following position.

*** PLEASE NOTE THAT THIS VACANCY IS ONLY OPEN TO NATIONALS OF NAMIBIA ***

Position: Project Assistant SRHR/HIV and SGBV in the Namibia Country Office Level: GS-06
Duration: 2 (2-year Temporary Appointment; renewable subject to performance and availability of funding)
Duty Station: Windhoek, Namibia Closing date: 7th May 2021

SUMMARY OF DUTIES AND RESPONSIBILITIES:

Organizational Location:

The United Nations Population Fund is recruiting a Project Assistant SRHR/HIV and SGBV in the Namibia Country Office.

Job Purpose:

The UNFPA Sixth Country Programme of cooperation with the Government of the Republic of Namibia (GRN) is in its third year of implementation, which is for the period 2019-2023. The 6th Country Programme is aligned to the United Nations Partnership Framework 2019-2023, the Harambee Prosperity Plan, the National Development Plan 5, sector strategic plans, the Sustainable Development Goals and the UNFPA Strategic Plan 2018-2021. In partnership with the GRN and United Nations organizations, UNFPA supports implementation of upstream interventions at the national level. At the subnational level, UNFPA mobilizes resources to support regions to strengthen integrated sexual and reproductive health services, including HIV prevention and gender-based violence response within the health, gender and social protection systems to ensure sustainability. The Programme also addresses the needs of the most marginalized youth, including adolescent girls, by increasing their capacity to adopt protective sexual behaviours through targeted rights-based approaches to address unmet need for contraception. Based on the principle of 'leave no one behind', there is a greater focus on enhancing national capacities for disaggregated data collection, research and innovation, through partnerships with government, civil society and academia. The Administrative Project Assistant SRHR/HIV and SGBV is key in contributing to the delivery of efficient response to the 6th Country Programme outcomes with focus on adolescents and youth.

KEY / MAJOR RESPONSIBILITIES:

Administrative and Project Support:

- Undertake and manage the day-to-day administrative needs of the SRHR/HIV project, HIV Prevention and Family Planning.
- Support with the preparation of disbursement of funds and preparing documentation for requests for payment from implementing partners.
- Support with arranging meetings with implementing partners, programme visits, travel requests, itineraries, accommodation, and collates background information and preparation of project reports.
- Support with procuring and preparing the necessary documentation for the procurement of consultants and other services including preparing certificate A and clearing of goods/commodities.
- Provide Administrative and Programme support to the Country Office on activities related to SRHR/HIV and family planning.
- Support the process of Country Office inventory certification for procured commodities including preparation of receiving and inspection reports, delivery slips for commodities.

Financial Support

- Assist in liaising with implementing partners on their work plans, budgets, financial and programmatic reports to submit timeously.
- Assist in monitoring payment requests made by implementing partners; obtain necessary clearances and ensure payments are effected promptly.
- Assist with managing the procurement of equipment, services and materials for the project.
- Assist with the preparations of detailed budgets with cost estimates, budget analysis and projections as required.
- Carry out any other duties as may be required by UNFPA leadership.

Education/Academic Requirements:

- Completion of secondary school is required. A degree/diploma in Administration/Programme support or any other relevant qualification is desirable.

Knowledge & Experience:

- 6 years' experience in providing administrative or financial support to projects or programmes.
- Relevant experience working in the field of HIV Prevention and Sexual and Reproductive Health and Rights is desirable.

Languages:

- Fluency in English; knowledge of other official UN languages, preferably French and/or Spanish, an advantage.

Please visit the below link to apply for this job on UNFPA Job site. <https://www.unfpa.org/jobs>

UNFPA does not charge a fee at any stage of its recruitment process (application, interview, processing, training) or other fee, or request information on applicants' bank accounts. UNFPA will only respond to applicants whom the Country Office has further interest. In the event that UNFPA does not contact you by 5th June 2021, please consider your application unsuccessful.