



We are pleased to announce the following vacancy:

INTERNSHIP OPPORTUNITY: VA JID 1802 UNFPA APRO

CLOSING DATE: **Monday, 15 January 2018, at 15.00 hours, Bangkok time**

POST TITLE: **Regional Programme Assistant Consultant**

CATEGORY: Individual consultant contract

DUTY STATION: Bangkok, Thailand

DURATION: The consultancy will be for 4 months, on full time basis, working five days per week

ORGANIZATION UNIT: **Asia and the Pacific Regional Office**

Background and Overview

The UNFPA Strategic Plan (SP) 2014-17 provides a framework for UNFPA programming at all levels of the organization. UNFPA is charged with supporting the implementation of the ICPD Programme of Action, a touchstone in the paradigm shift of development that mandated the protection and fulfilment of human rights, including population dynamics. The 2030 Agenda for Sustainable Development calls for a life of dignity for all, through development pathways that integrate the economic, social and environmental aspects of life.

Focusing on evidence-based advocacy and policy dialogue/advice, capacity development and knowledge management, the new Regional Programme (2018-2021), which aligns with the proposed 2018-2021 UNFPA Strategic Plan will ensure business continuity while using innovative approaches/strategies to address the set priorities in the organization's Strategic Plan and Business Model. People-centred development demands the realization of sexual and reproductive health and reproductive rights, the equality and empowerment of women and young people and their active participation in societies, and policies informed by a systematic analysis of population dynamics and its implications for sustainable development.

The UNFPA Asia and the Pacific Regional Office requires the support of a consultant to support the implementation of the regional programme. The Programme Assistant consultant is part of a team, coordinated by the Regional Deputy Director, which provides integrated programme and technical support within a systems strengthening approach fundamental to UNFPA's overall strategy. The Regional

Programme Assistant also works in close collaboration with the Regional Director's Office (RDO) and Operations Team to ensure timely support to RO on management and operational matters.

Scope of Work:

The Regional Programme Assistant Consultant provides programme, administrative and secretarial support to the Regional Programme and Technical team, in particular to the Deputy Regional Director, maintaining full confidentiality in all aspects of assignment, ensuring due protocol, information flow and follow up on deadlines and commitments made. Incumbent also provides logistical support, calendar management, and facilitates efficient communications flow.

- Ensures optimal communication flows among Regional Programme and Technical Team, Regional Director's Office through effective use of written, verbal and electronic communication;
- Logs and routes incoming documents from the DRD to relevant staff and units for action; reviews and ensures conformity to the Fund's guidelines and procedures of all outgoing correspondence in close collaboration with Special Assistant and Personal Assistant to RD;
- Drafts non-substantive correspondence, takes dictations and types correspondence, documents and reports ensuring that spelling, punctuation and format are correct; and in consultation with the RDO, respond to requests for information, which may be of a confidential nature, in a timely, discrete and accurate manner;
- In collaboration with the regional programme team members, research files, collects requested information and organizes material to meet the DRD's needs. This includes the preparation of information and/or briefs, summaries and background documentation required by the RD for all official missions and special meetings;
- Assembles briefing materials and prepares power-points and other presentations including computer generated visuals such as graphs for the Regional Programme Team; undertakes logistical administrative, and financial arrangements, in consultation with the office of the Regional Operations Manager, for meetings and workshops organized by the Regional Programme Team;
- Sets up and monitors the Regional Programme filing system and a follow-up system; organizes and maintains teams filing system, and maintain up-to-date electronic mailing lists;
- Responsible for protocol matters, manage the DRD's calendar and schedule of appointments and meetings, in collaboration with the RDO; assists with receiving high-ranking visitors/officials; takes minutes and /or notes, as required; and answer and screen calls with tact and discretion;
- Makes travel arrangements for the DRD and Regional Programme Team; sets up and manages administrative files of the DRD's and Regional Programme Team's mission travel, mission reports, and contributes to the preparation and updating of the RO's travel plan;
- Performs any other duties, as may be required by the DRD and the Regional Programme Team.

Organizational Setting

The consultant is expected to work full time basis at UNFPA Regional Office in Bangkok. The consultant will work under the guidance of the Deputy Regional Director and will work closely with the Regional Programme Specialist.

Deliverables expected from the consultant:

The Regional Programme Assistant Consultant works with and provides support to the Deputy Regional Director and the Regional Programme Team members, other internal partners include other programme assistants in the RO; close collaboration with the RDO and Operations Team to ensure smooth and effective management of the RO, members of the RO's programme/technical support team, SROs, COs and HQs to resolve policy and procedural issues, and region specific issues.

External partners include project implementation partners of the Region's core global programme; and academic institutions' professional societies, NGOs, IGOs, libraries and database for research assistance.

Both internal and external contacts include exchange of information on broader aspects of the work area which may include providing clarification of non-routine matters involving some technical input.

Expected travel:

There is no travel envisioned for this consultancy.

Qualifications and Experience:*Education:*

Completed Secondary Level Education required. First level university degree desirable.

Knowledge and Experience:

- 5 years' previous relevant experience working in private or public sector, including some experience in research assistance, project/programme implementation support;
- Previous experience in the UN is an advantage;
- Strong interpersonal and organizational skills;
- Computer literacy - Word, Excel, Power-point, etc.;
- Good knowledge of Atlas / Peoplesoft or other ERP system;
- Good writing and communication skills.

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
- Communicating for impact

Functional Skill Set:

- Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
- Delivering results-based programmes
- Logistical support
- Managing documents, correspondence and reports
- Managing information and workflow
- Planning, organizing and multi-tasking
- Managing financial processes

Other Desirable Skills: Proficiency in current office software applications; good basic knowledge of finances and mastery of a series of financial and spreadsheet software.

Languages: Fluency in English and Thai is required.

How to apply:

Candidates should submit the following documents:

1. An application letter which states the candidate's motivation to apply for this internship
2. A curriculum vitae, and
3. A completed United Nations Personal History (P 11)

All the above documents must be sent by e-mail to vac-robangkok@unfpa.org .

The P11 is available on the UNFPA websites at <http://www.unfpa.org/resources/p11-un-personal-history-form>

Please quote the Vacancy number VA JID 1802- Regional Programme Assistant Consultant, UNFPA Asia and Pacific Regional Office. The deadline for application is: Monday, 15 January 2018, at 15:00 Bangkok time.

UNFPA will only be able to respond to those applications in which UNFPA has a further interest.

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balances gender distribution and therefore encourage women to apply.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

Date Issued: 20 December 2017

Date Closed: Monday, 15 January 2018, at 15:00 hours, Bangkok time