



## Administrative Associate

<b>Job title:</b>	<b>Administrative Associate</b>
<b>Level:</b>	<b>G6</b>
<b>Position Number:</b>	<b>00004803</b>
<b>Location:</b>	<b>Phnom Penh, Cambodia</b>
<b>Full/Part time:</b>	<b>Full time</b>
<b>Fixed term/Temporary:</b>	<b>Fixed-term</b>
<b>Rotational/Non Rotational:</b>	<b>Non Rotational</b>
<b>Duration:</b>	<b>One year (renewable)</b>

### The Position:

The Administrative Associate delivers quality services in Human Resources, administration, and finance to internal and external clients. You will report to the Operations Manager and supervise support staff.

### 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:

You support the effective management of UNFPA programme activities in the areas of population and development, reproductive health and gender. You will demonstrate a client-oriented, results-focused approach to interpreting the rules, procedures and guidelines in relation to HR, administration and finance, while providing support and guidance to the Country Office (CO) and UNFPA-supported projects.



### **You would be responsible for:**

- Managing the operational aspects of programme/project inputs, including personnel, subcontracts, equipment, fellowships and other programme and project-related events to facilitate programme/ project delivery.
- Managing the recruitment and selection process, applying best practice HR approaches; advising managers and project personnel on contracting options; coordinating the performance appraisal process.
- Managing on boarding on new personnel, personnel leaves and attendance records; maintain the CO staffing table; maintain Consultant Monitoring Tools, schedule of contracts and timeliness.
- Participate in Human Resources Working Group (HRWG) and UN Local Salary Surveys.
- Implementing corporate systems and applications in support of administrative and human resource management and CO operations; creating procedures for effective management of UNFPA resources; and advising and training project staff.
- Managing procurement operations for office and project equipment, supplies and services, in a transparent and cost-effective manner; and maintaining up-to-date inventory and records.
- Involve the audit process and ensure follow up actions are taken up properly.
- Carry out any other duties as may be required by UNFPA leadership.

### **Qualifications and Experience**

#### **Education:**

Completed secondary level education required. First level university (Bachelors) degree in Public/Business Administration is desirable.

#### **Knowledge and Experience:**

- Minimum 6 years of relevant experience in administration, human resources, finance, office management or related field is required;
- Previous experience in the UN is an advantage;
- Strong interpersonal and organizational skills;
- Computer literacy - Word, Excel, Power-point, etc.;
- Advanced knowledge of spreadsheet, database, presentation, and statistical packages will be an asset;
- Good writing and communication skills;
- Demonstrated ability to work in a team environment.



### Languages:

Fluency in English is required. Depending on the duty station, a working knowledge of another UN language such as French, Spanish, Arabic, Chinese or Russian may be required.

### Required Competencies

<b>Values:</b> <ul style="list-style-type: none"><li>• Exemplifying integrity,</li><li>• Demonstrating commitment to UNFPA and the UN system,</li><li>• Embracing cultural diversity,</li><li>• Embracing change.</li></ul>	<b>Functional Competencies:</b> <ul style="list-style-type: none"><li>• Result Oriented</li><li>• Managing data</li><li>• Managing documents, correspondence and reports</li><li>• Managing information and workflow</li><li>• Planning, organizing and multi-tasking</li><li>• Managing financial processes</li><li>• Job knowledge / technical expertise</li></ul>
<b>Core Competencies:</b> <ul style="list-style-type: none"><li>• Achieving results,</li><li>• Being accountable,</li><li>• Developing and applying professional expertise/business acumen,</li><li>• Thinking analytically and strategically,</li><li>• Working in teams/managing ourselves and our relationships,</li><li>• Communicating for impact.</li></ul>	

### Compensation and Benefits

This position offers an attractive remuneration package including a competitive net salary plus health insurance, pension, dependency allowances, annual/sick leave and other benefits as applicable.

### Disclaimer

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.