



## Admin/Programme Associate

<b>Job title:</b>	<b>Admin/Programme Associate</b>
<b>Level:</b>	<b>GS-7</b>
<b>Position Number:</b>	<b>TBC</b>
<b>Location:</b>	<b>Kampala, Country</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 subject to good performance)</b>

### The Position:

The Admin/Programme Associate serves the procurement and contracting needs of the Uganda Country Office. He/she will also support the design, planning and management of UNFPA's country programme by managing data inputs, providing logistical support, monitoring project implementation and following up on recommendations.

Under the overall guidance of the Country Representative and that of the Programme Delivery/Coordination Specialist, you will report directly to the International Operations Manager.

### 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 new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. 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 Admin/Programme Associate ensures proper and effective use of UNFPA's and external partners' resources in terms of the following:

- Assisting all relevant CO staff in defining and costing their procurement and logistics needs in accordance with the approved Annual Work Plans on a yearly basis;
- Managing and safeguarding the integrity of the UNFPA procurement policies, procedures and practices;
- Building capacity by advising programme staff and external parties on all aspects of procurement and logistics management implementation and organization;
- Representing the UNFPA in UN Procurement working group.

The Admin/Programme Associate delivers quality services in procurement to internal and external clients; mastering all relevant rules, guidelines, processes, and procedures. He/She



takes a client-oriented, results-focused approach to interpreting the rules, procedures and guidelines in service of the country programme; providing support and guidance to the Country Office and UNFPA supported programmes

You will also play an instrumental role in facilitating UNFPA's country programme and project implementation, supporting design, planning and management, in the areas of population and development, reproductive health and gender.

You will apply established systems and procedures and assist in the creation of knowledge by compiling, synthesizing and analyzing relevant information, developing appropriate mechanisms and systems and ensuring compliance with procedures.

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

#### **Management of Office Procurement:**

- Prepares a consolidated Procurement Plan on the basis of a review of all Annual Work Plans and oversees procurement, ensuring the most economical and timely delivery of complete UNFPA country office procurement portfolio.
- Liaises with the Senior Management Team and Programme Analysts/Specialists, in coordination (if required) with relevant Government Departments and NGOs, in defining accurate specifications and agreeing procurement modalities for the most effective and efficient procurement in accordance with prevailing UNFPA policies and procedures.
- Provides advice and systems to assist CO staff in proper forecasting, procurement planning and logistics management within their sphere of work in each of UNFPA's thematic programming areas.
- Reviews procurement requests and initiates procurement procedures for office and project equipment, supplies and services in a transparent and cost-effective manner; recommends procurement decision.
- Ensures the provision and maintenance of services and supplies following-up processes and maintaining up-to-date inventory and records. Provides regular updates on procurement timelines and ensures regular communication within UNFPA and externally with partners of the expected delivery dates.
- Maintains a roster of consulting firms.
- Monitors and evaluate effectiveness of procurement processes within the Country Office and its decentralised office and ensures compliance of the office business practices with the provisions of the UNFPA policies and procedures, work practices, and processes and suggest changes for improvement where and when necessary.
- Oversees local procurement in the Country Office and participates on the CSMT procurement working group request/ necessity.
- Maintains up-to-date and complete records, documentation and filing of all procurement processes.
- Ensures that evaluations of service providers are completed in the correct and timely manner; and that the associated follow-up actions are implemented.
- Develops and maintains a list of UN and UNFPA preferred suppliers. Develops sound working relationships with suppliers and third party procurement customers.
- Establishes and maintains working relationships with procurement/technical colleagues in other UN agencies.



- Performs the dispatching function for the Country office; advising staff when procured goods arrive. Ensures the checking and timely collection of procured goods by programme staff; and puts measures into place to ensure that this happens.

**Assist in the capacity building of Implementing Partners on all aspects of procurement and logistics management:**

- Provide support to IPs on Third Party Procurement
- Other procurement & logistic related activities.

**Programme Support**

- Participating in the formulation of the country programme and component projects, by compiling and analysing information relevant to the UNFPA's role in the country, drafting project documents and work plans and preparing tables and statistical data.
- Supporting the evaluation of project and programme activities, establishing ways to assess achievement and recommending corrective action as required; conducting field visits; participating in review meetings and evaluation missions and preparing regular inputs to status and progress reports.
- Guiding routine implementation of assigned projects, in coordination with national counterparts and project personnel, coordinating delivery of project inputs; and ensuring participation of national counterparts in training activities and study tours.
- Providing logistical support to projects by coordinating project related meetings, workshops and events. Training and guiding project personnel and staff on national execution and programme policies and procedures.
- Supporting advocacy and resource mobilisation efforts of the CO, by establishing and maintaining a network of donor and public information contacts. Assisting with organizing and conducting donor meetings and public information events, including preparing relevant background material for these events.
- Assisting in implementing knowledge management strategies to capture lessons learned and best practices, sharing these with management for future planning

**Administrative Support:**

- Ensures the timely completion of all procurement administrative requirements.
- Fulfils the role of "Buyer" on Atlas and other Atlas functions relating to procurement.

**People Management & Leadership:**

- Provides information, technical advice and guidance on all aspects of procurement activities, processes and procedures in relation to UNFPA business practices, liaising and advising on best practices as necessary in-house as well as with external stakeholders.
- Keeps Country Office personnel abreast of latest developments in policies and procedures and all PSB activity as this relates to the Country Office including regular reporting of procurement activities.
- Promotes local capacity building in procurement and logistics. Designs and develop curricula and materials for procurement and logistics trainings and conduct the latter.
- Exchanges relevant information and maintains an open line of communication with colleagues and his/her supervisor.
- Actively participates in CO and operations unit meetings.



- Performs regular audits on stocks and stores.

**Other:**

- When appropriate, undertakes other related duties assigned by the supervisor and/or Representative

**Qualifications and Experience:**

**Education:**

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

**Knowledge and Experience:**

- Minimum 7 years' related work experience.
- Relevant experience in programme/ project management
- Experience in international, public procurement or contracts and supplier management is highly desirable.
- Experience with UN procurement, finance and contracting regulations and procedures will be a decided advantage.
- Certification in CIPS, procurement, forecasting, or similar preferred.
- Proven experience and track record in successfully managing complex bid processes for complex products and services; proven experience and track record in complex item and category management.
- Experience in working in team and leading team projects is highly desirable.
- Knowledge of global health and pharmaceutical market and stakeholders is an asset, especially in regards to sexual, reproductive and maternal health.
- Knowledge of legal aspects of contract management is an asset.
- Excellent working knowledge of MS Office (in particular, applications related to database and data analysis), Atlas (PeopleSoft or alternatively Oracle), E-filing system and other software applications is required.

**Languages:**

Fluency in English; knowledge of other official UN languages, preferably French and/or Spanish, is desirable.

**Required Competencies:**

<p><b>Values:</b></p> <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>	<p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"><li>• Implementing management systems.</li><li>• Business acumen and ability to multi-task and balance competing priorities.</li><li>• Innovation and marketing of new approaches.</li><li>• Pro-activeness and client orientation.</li><li>• Organizational awareness.</li><li>• Job knowledge/technical expertise.</li></ul>
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<p><b>Core Competencies:</b></p> <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, health insurance 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.