



VACANTE

EXTENSIÓN DEL PLAZO PARA RECIBIR POSTULACIONES

03 de agosto de 2020

Convocatoria: UNFPA México 015- 2020

Título: Asistente Administrativo y Financiero para el Proyecto Profilaxis previa a la exposición al VIH (PrEP) en México.

Tipo de contrato y escala: Contrato de consultorías individuales - con posibilidad de extensión a Contrato de Servicios bajo la escala SB3

Términos de Referencia: Adjuntos

Duración del contrato: Del 24 de agosto¹ de 2020 al 31 de diciembre de 2020 con posibilidad de extensión²

Fecha límite para la recepción de postulaciones: 8 de agosto de 2020 a las 17:30 horas.

Todas las postulaciones serán consideradas, si usted ya envió sus documentos a través del formato indicado, no es necesario que vuelva a someter su postulación.

Las personas interesadas deberán llenar el formulario que se encuentra en la siguiente liga: <https://forms.gle/9QvXZwXa5KaBM6bu9>

En el mismo formulario deberán adjuntar una carta de intención dirigida al Sr. Arie Hoekman, Representante del UNFPA en México, señalando cómo su experiencia se adecúa al perfil solicitado.

Además, deberán anexar:

- *Curriculum Vitae* y el formulario P11 debidamente completado y firmado.

**Favor de tomar en cuenta que el formulario no permite guardar y continuar más tarde.
Favor de tomar en cuenta que no es posible someter dos respuestas.**

Para cualquier aclaración acerca de la vacante, favor de dirigirla a moparker@unfpa.org indicando el número y título de la vacante.

IMPORTANTE. Esta vacante está abierta para personas con nacionalidad mexicana y para personas de otras nacionalidades que cuenten con visa de trabajo en México vigente.

*Ninguna tarifa o cuota debe ser pagada en cualquier momento del proceso de selección.
El UNFPA no solicita ni indaga información sobre el estado de cualquier candidata/o con respecto al VIH o el sida, Asimismo, en ningún caso ejerce discriminación sobre la base del estatus de cada persona con respecto al VIH o el sida.
Debido al gran número de solicitudes esperadas, UNFPA sólo se pondrá en contacto con las/los solicitantes que haya sido preseleccionadas/os para entrevista.
El UNFPA está comprometido con la diversidad laboral en términos de género, nacionalidad y cultura.
Todas las personas que cumplan con el perfil profesional solicitado, independientemente de su género, son alentadas a participar.*

¹ La fecha de inicio del contrato podrá variar dependiendo de la disponibilidad de la persona seleccionada. Sin embargo, se espera poder iniciar actividades en la fecha mencionada.

² El contrato puede extenderse más allá de esta fecha, según la evaluación de desempeño y la disponibilidad de fondos.

TERMS OF REFERENCE

FINANCE & ADMINISTRATIVE ASSISTANT FOR THE PROJECT PRE-EXPOSURE PROPHYLAXIS TO HIV (PrEP) IN MEXICO	
Hiring Office:	United Nations Population Fund in Mexico
Background	<p>PrEP (Pre-Exposure Prophylaxis) project is an effective HIV combination prevention strategy in which HIV-negative individuals take antiretroviral medications to reduce HIV acquisition.</p> <p>The project is being implemented in Brazil, Mexico, and Peru. Its main purpose is to generate and apply scientific evidence from PrEP-focused implementation research project conducted in the three countries. It is expected that project results be an input to design programmatic strategies to implement and scale up feasible, cost-effective, and sustainable PrEP programmes.</p>
Purpose of the post:	Contribute to the adequate, effective and timely implementation of project activities, such as administrative, financial, logistic, travel arrangements, purchases, inventories, among other.
Scope of work:	<p>Under the direct supervision of the General Project Coordinator and in close cooperation with the Operations Coordinator, the assistant will be responsible for providing financial and administrative assistance to the ImPrEP project taking into account the Administrative, Finance and Programming guidelines of UNFPA</p> <p>Support the project’s administrative, financial, and program processes.</p> <ul style="list-style-type: none"> - Carry out the activities required for procurement of goods or services and contracting of consultants (quotes, contract preparation, etc.). - Support in the development of terms of reference and technical specifications for hiring of consultants and acquisitions. - Provide timely follow-up to products and commitments of consultants and suppliers in the implementation of project activities. - Process and monitor payments for services and related products. - Support in the administration of national implementation projects (National Execution) according to UNFPA policies. - - Participate in meetings and teleconferences with team members of both projects and prepare minutes, as well as follow up on the agreements established. - Collaborate in spotchecks and audits of the project and in the implementation of audit recommendations in accordance with UNFPA standards. - Support during the opening and/or closing processes of projects

	<ul style="list-style-type: none"> - Preparation and monitoring of requisitions in the UNFPA financial system (ATLAS). - Support the monitoring of the financial execution of resources. <p>Support in the realization and logistical organization of events, work meetings, workshops, seminars and meetings of the project.</p> <ul style="list-style-type: none"> - Support webinars, workshops, video-conferences meetings online using different platforms (Microsoft Teams, Google Meet, Zoom, etc). - When necessary conduct travel arrangements: preparation of travel authorizations for UNFPA staff, consultants and other participants; drafting of travel terms of reference, responsive letters, etc. - Request transportation quotes (air or land) and coordinate travel itineraries with people who will travel paid with UNFPA funds - Arrange the payment of advances and verification of travel expenses - Follow up to delivery of mission reports - Request quotes for services that require meetings, workshops, courses and other events: hotel selection, catering, equipment rental, etc. <p>Assist in the integration of reports and documents of the project.</p> <ul style="list-style-type: none"> - Scheduling, preparing and monitoring the delivery of products and services the project and ensure its safekeeping. - Organize, prepare and file documentation of the project, both physical and electronic file according to the guidelines of UNFPA. - Draft official communications with stakeholders, in both Spanish and English and tracking issues to resolution. - Other activities as needed. <p>Support with any other required administrative or technical compliance with the project.</p>
Length/ duration of the post:	August 24, 2020 to December 31, 2020
Place where services will be provided:	UNFPA offices in Mexico. During the health emergency the selected person will be working under telecommuting modality until further notice.
Supervised by:	The administrative assistant will conduct its work under the supervision of the General Coordinator and the Administration Coordinator of the Project
Required experience, skills and competencies, including language requirement:	<p>Requirements:</p> <ul style="list-style-type: none"> - Bachelor's Degree in any Management discipline preferred (Business Administration, Accounting, etc.) with verifiable administration experience. - Proven experience, minimum 5 years of administrative and technical support to projects. - Experience in preparing expense reports, financial reconciliations

- Desirable experience in purchases, importation
- Knowledge of inventory systems
- Ability to manage financial and administrative information.
- Knowledge of platforms and programmatic planning and financial monitoring
- Ability to organize operational plans and teamwork.
- Knowledge of computer programs: Microsoft Office packages, as well as budget management applications.
- Capable of working independently from home (have access to a suitable workspace for distance work, broadband internet)
- English language proficiency, Spanish fluency is a must.
- Desirable knowledge of UNFPA's mandate.

Competencies:

- Planning and organization: excellent ability to plan and organize work; ability to perform multiple tasks simultaneously;
- Teamwork: good interpersonal skills to establish and maintain good working relationships in a multidisciplinary and multicultural environment:
- Respect for sexual diversity within a framework of gender and human rights.
- Planning & Organizing
- Accountability
- Creativity
- Effective communication
- Client Orientation
- Judgement / Decision Making