



VACANCY

March 1, 2024.

Announcement: UNFPA México 005- 2024

Job Title: Administration and Finance Associate

Terms of Reference: Attached

Contract Period: 1 year, with possibility for extension.

Application deadline: March 15, 2024 before 22:59 pm.

This vacancy is open to nationals only, or for professionals with a valid working permit for Mexico.

Interested persons must fill out the form found in the following link: https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_2003/job/16710/?utm_medium=jobshare

In the same form, you must attach a letter of intent addressed to Ms. Alanna Armitage, UNFPA Representative in Mexico, indicating how their experience fits the profile.

Additionally, you must attach: - Curriculum Vitae.

Please take into account that it is not possible to submit two answers.

For any clarification about the vacancy, please write to vacantes-mexico@unfpa.org indicating the number and title of the vacancy.

Other relevant information:

No fee must be paid at any time during the selection process.

UNFPA is committed to workplace diversity in terms of gender, nationality and culture. All people who meet the requested professional profile are encouraged to participate, regardless of their gender identity.

UNFPA has a zero-tolerance policy for all forms of sexual exploitation, abuse and harassment, whether against an assistance recipient or co-workers. In accordance with the above, it will take the necessary measures to ensure that the selected people are not described in the lists of people sanctioned for causes of exploitation, abuse or sexual harassment.



Job title: Administration and Finance Associate
Level: SB4
Position Number:
Location: Mexico City, Mexico
Full/part time: Full-Time
Contract Duration: One year (renewable)

The Position:

The Administration and Finance Associate is located in the UNFPA Mexico Country Office. The incumbent will be part of the operations team and under the overall guidance of the Finance and Administrative Associate, she/he coordinates and performs within his/her area of responsibility the full range of general administration and operations support functions in the Country Office, ensuring effective and efficient application of all relevant rules, guidelines, processes and procedures and contributing to the smooth functioning of operation functions.

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, 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.

Supervision and work relations

The Administration and Finance Associate will be working under the direct supervision of the Operations Manager

She/he will be working with the Assistant Representative, the National Programme officers and Associates, Programme Coordinators and the Communications Coordinator.

You would be responsible for:

- Assist the Operations Unit, in providing support and advice to the COs different units on operational and logistical matters, applying UNFPA rules, regulations, and procedures.
- Create requisition requests in ERP system (quantum) as needed; utilize quantum to produce monthly reports on the financial status of CO ceiling and programmes or projects;
- Supports organization of procurement processes including receipt of quotations, bids or proposals;
- Collects supplier forms and relevant documents and registers them in electronic database;
- Supports the recruitment of local consultants, budget drafting and processes documentation for recruiting consultants in accordance with recruiting rules and regulations;



- Assist in the preparation, implementation and monitoring process of the CO programme;
- Support to organization of workshops, trainings and other events: undertake logistical administrative and financial arrangements, in consultation with the office, for meetings and workshops;
- Drafts/produces various documents to help with management monitoring and evaluation of projects-programmes, (e.g. summary table of AWP, summary table of overall programmatic expenditures, determination of unutilized funds, drafts/compiles funding gaps matrix for the CO and keeps it updated, etc.); checks FACE forms and other programme related finance reports;
- Advisory support to the CO programme and office management. Provide advisory support to the CO with respect to operating fund account reconciliations, financial policy application and Atlas processing for eFACE management.
- Support the Finance and administrative associate in the provision of training to implementing partners and staff to ensure adequate use of programme policies.
- Follow up in the application of cofinancing resources. Provide advice in the revision of cofinancing agreements and in the use of correct templates.
- Provide support in the follow up of reports to donors.
- Advise and support programme staff on programme budget reallocations and chart of accounts coding, etc., accounting, policy application and other financial matters. Interpret financial policies and procedures particularly relating to NEX and provide guidance and training to programme staff.
- Review accuracy of chart fields and accounting transactions to ensure compliance with policies and procedures.
- Review and monitor charges for common services and cost recovery taking into account maximum cost efficiency.
- Monitor financial information integrity and completeness via the dashboard to ensure the following are performed and to allow for monthly closures:
 - Charges to incorrect accounts are corrected,
 - Purchase orders and requisitions are not excessively aged,
 - Petty cash is properly processed,
 - Staff advances are properly accounted for and collected upon, and
 - Programme budgets are not over allocated
- Promote continuous improvement and harmonization of business processes.
- Perform activities that may be assigned from time to time to ensure the success of the working team.
- Backstops for Programme assistants



- Provides back-up in case of absence of the Admin./Finance Associate, covering minimum required functions.
- Any other additional duties assigned.
- Common premises administration:
 - Assist in the procurement processes for maintenance services.
 - Assist in the follow up of maintenance services such as security and cleaning services.
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Qualifications and Experience:

Education: First level university degree Social Sciences, Finance, Business or Public Administration, or other related field.

Knowledge and Experience:

- Minimum of five (5) years of relevant experience in Operations functions, including administrative, finance and/or procurement.
- Proficiency in current Microsoft Office applications (especially Microsoft Excel and Word).
- Experience in using ERP system (e.g. PeopleSoft, Oracle, SAP) or similar computerized applications.
- Experience in computing travel related entitlements is an asset.
- Experience in preparing requests for payment is an asset.
- Familiarity with UN procedures and working methods is an asset.
- Working experience with an international organization is an asset

Languages: Fluency in written and spoken English and Spanish

<p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Advocacy/ Advancing a policy-oriented agenda • Leveraging the resources of national governments and partners/ building strategic alliances and partnerships • Delivering results-based programmes • Internal and external communication and advocacy for results mobilisation
<p>Core Competencies:</p> <ul style="list-style-type: none"> • 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 	

Compensation and Benefits:

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