

## Terms of Reference

<b>Title</b>	Administrative and Finance Assistant
<b>Type</b>	Fix Term
<b>Post Level</b>	GS5
<b>Duration</b>	1 year
<b>Supervisor</b>	Administrative and Finance Associated
<b>Country Office</b>	Caracas, Venezuela
<b>Close Date</b>	

### 1. Organizational Location

Since 2003, the United Nations Population Fund (UNFPA) in Venezuela has worked together with several national actors to reduce the rates of unwanted pregnancies; to promote the access of women and young people to services and Comprehensive Education in Sexual and Reproductive Health and to raise awareness and respond to Gender-Based Violence.

In 2018, UNFPA Venezuela has modified its work scheme and defined a model that includes: technical assistance for development and support for Humanitarian Response with special emphasis on border states.

The expansion of the actions has resulted in an increase in the volume of financial and administrative transactions, which is why it is necessary to strengthen the capacities of the office for the management, quick and efficient response of the execution of projects and work plans.

This is the reason to hire an Administrative and Financial Assistant, who, under the supervision of the Finance and Administration Associate and the Operations Coordinator for Humanitarian Response, will support the development and continuity of the administrative activities of the Country Office and Field Offices.

### 2. Job Purpose

The Administrative and Financial Assistant will assist and support the Finance and Administration Associate in the development of administrative activities related to their responsibilities and will permanently apply UNFPA Policies and Procedures.

The Administrative and Financial Assistant will work closely with personnel in the areas of operations, programs, and projects to ensure that she provides quality, effective, and efficient service.

### 3. Functions

Under the direct supervision of the Finance and Administration Associate:

1. Assist the Finance and Administration Associate in the development of administrative activities related to their responsibilities.

2. Keep up to date the file of documents and correspondence in general of the administrative and financial area.
3. Assist in the preparation and consolidation of reports including annual, quarterly and execution reports for specific projects. Support the monitoring of the financial execution of programs and funds
4. Carry out the tasks assigned in ERP System.
5. Assist the Implementing Partners and other consultants assigned to them, in the development of administrative activities related to their responsibilities.
6. Assist with draft documents of projects and work plans; and other correspondence requested by your supervisor.
7. Entry of vendors, requisitions and purchase orders, issuance of receipts or entry of vouchers and review of payments according to the assigned profile; ensuring compliance with the established checklists and taking corrective measures in time, for example: budget check errors, match exceptions, etc. Keep the voucher registry updated within the shared folder.
8. Contribute to the monitoring of charges for common spaces from other agencies and cost recovery.
9. VAT recovery focal point. Select invoices that have the VAT Value Added Tax discriminated, manage your claim.
10. Enter the inventory in Atlas through the Asset Management module and support in updating the inventory control system, entering any transaction that occurs with the Organization's assets (purchase, loans, return, transfer, donation, among others) and carrying out inventories.
11. Preparation and monitoring delivery, custody and transfer of the office equipment.
12. Purchase of materials and services for the office, ensuring transparent and cost-effective processes.
13. Ensure all payment documentation are stored and filed for future retrieval.
14. Respond to both Internal and External audit queries in a timely and accurate manner.
15. Coordinate and organize the missions of the Finance and Administration Associate. Prepare materials and summaries for use during your official trips or special meetings.
16. Perform other related functions as required and needs of the Country Office under the responsibility of the immediate boss.
17. The functions or responsibility of these terms of reference are generic.

## 4. Job Requirements

### Education

Completion of secondary education is required.

University degree with focus on business administration, accounting, finance or related field is desirable.

### Knowledge and Experience

Minimum 5 years of relevant work experience in the areas of Finance, Procurement and/or Administration is required.

Fluency in Spanish and English is required; communication abilities for an effective communication and redaction.

Strong MS Office skills (particularly Excel) is a strong advantage.

Experience with ERP systems.

Prior experience working with United Nations or other international organizations is a strong advantage.

### Competencies Required:

**Values:** Exemplifying integrity, demonstrating commitment to UNFPA and the UN system, embracing diversity in all its forms (religion, ethnicity, nationality, age), 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:

- Managing the organization's financial resources
- Providing administrative and financial services
- Ensuring facilities and assets management
- Basic knowledge of financial rules and regulations and accounting principles.
- Use of technological tools and understanding of financial systems.
- Ability to manage and execute financial and accounting processes and transactions.
- Ability to perform a variety of specialized tasks related to results management.
- Skills to support the team.
- Analytical and results-oriented skills.
- Ability to establish and maintain good working relationships with people at different levels from different cultures.
- Good communication.

### IMPORTANT

Applications will be received until June 13, 2021, 12 am. Only people whose profiles meet all the requirements established in the terms of reference will be contacted for the selection process.

The United Nations is committed to achieving diversity in the workplace in terms of gender, nationality and culture. Individuals from minority social groups, indigenous groups and people with disabilities are equally encouraged to apply. All employment applications will be treated with the strictest confidentiality.

This call is open only to resident Venezuelan citizens or foreigners legally authorized to work in Venezuela.