



Programme Assistant

Job title:	Programme Assistant
Level:	GS-5
Position Number:	218029
Location:	Tamale, Ghana
Full/Part time:	Full-Time
Fixed term/Temporary:	Fixed Term
Rotational/Non Rotational:	Non-Rotational
Duration:	One year (renewable)

The Position:

The Programme Assistant supports the design, planning and management of UNFPA's country programme initiatives in Tamale and surrounding regions as stipulated in the Ghana Country Programme, by managing data inputs, providing logistical support, monitoring project implementation and following up on recommendations, including the efficient utilization of earmarked financial resources.

You will report to the Programme Specialist, Head of Sub-office at Tamale, and support programme and project staff.

How you can make a difference:

UNFPA strives to find solutions to the problems that humanity faces today. Working along critical pathways, the action will accelerate the fulfillment of unmet needs for family planning, ending preventable maternal deaths, and ending gender-based violence and harmful practices. UNFPA's new strategic plan (2022-2025), leads to 2030 and the achievement of universal access to sexual and reproductive health and reproductive rights. Emerging trends inform the plan, new and expanded priorities add to longstanding commitments, and "how we work" is changing. Yet every step continues to be guided by the ICPD Programme of Action and the 2030 Sustainable Development Goals.

In Ghana, UNFPA has started implementing its new five-year 8th Country Programme 2023-2027. The 8th CP aligns well with national, regional and global priorities including aligning with the UNFPA strategic plan, 2022 – 2025, that seeks to accelerate the reduction of preventable maternal death, unmet need for family planning, and gender-based violence and harmful practices. It fits within two of the three pillars of the United Nations Sustainable Development Cooperation Framework (UNSDCF), 2022 – 2025, namely: equitable access to social services and promoting a peaceful Ghana. In addition, the country programme aligns to the ICPD Programme of Action, the national voluntary commitment made by the Government at the Nairobi Summit on the 25th anniversary of ICPD (ICPD+25), and the Sustainable Development Goals (SDGs). Overall, the country programme contributes to national priorities, including creating a wealthy, inclusive, sustainable, equitable, resilient, healthy and disciplined society, encapsulated in the President's vision of "Ghana Beyond Aid".



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:

Working within the Sub-office of a large and complex Ghana Country Office environment, you will support the UNFPA Programme in line with the Country Programme Document (CPD) 2023 – 2027. The Programme Assistant delivers quality services to internal and external clients mastering all relevant rules, guidelines, processes and procedures. You will take a client-oriented results-focused approach to interpreting the rules, procedures and guidelines in service of the Country Programme, providing support and guidance to colleagues in Tamale Sub-office and UNFPA Ghana Country Office. Working closely with Programme and Project staff, you will provide support in programme monitoring and analysis of projects and advising managers.

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:

A. Support to Evidence-based Programme Planning and Implementation:

- Assist the Sub-office team in evidence-based design, planning, budgeting, implementation, monitoring and reporting of interventions supported by the team towards achieving measurable results.
- Assist in the formulation of the country programme and projects, by compiling information relevant to the UNFPA's role in the country.

B. Support to Programme Management:

- Support the selection and contracting of consultants, academia, researchers and implementing partners.
- Support the monitoring of project activities, review meetings and evaluation missions.
- Assist in internal control and assurance activities, including assessments and spot checks of implementing partners.
- Support annual and quarterly work-planning, programme and financial monitoring processes.
- Assist in entering the Work Plan (WP) in GPS, generating the draft WP, and documenting revisions of UNFPA programmes.



C. Support to Knowledge Management:

- Support updating the knowledge platforms with relevant products, including country programme profiles, country programme and project documents, mission documentation and reports, among others.
- Review incoming correspondence, collecting and/or preparing the necessary information for reply/action, and preparing the first drafts of responses to inquiries for action by concerned staff.
- Support in managing and maintaining an accurate e-filing system of projects and for all counterparts.
- Prepare and distribute minutes in a timely manner and assists the team leader by following up on agreed actions and implementation of tasks.

D. Financial, Administrative and other Operational Support:

- Provide support to program staff in coordinating with implementing partners to submit accurate Annual Work Plan progress reports and FACE forms in a timely manner.
- Support program staff in reviewing FACE form submissions to ensure that expenditures are in line with approved work plans.
- Review and analyze past and current expenditures of different programmes in accordance with UNFPA's global resource allocation system and annual guidelines, including trends in patterns of resource allocation and utilization to guide recommendations and proposals for distribution of resources provided to different programmes/partners.
- Coordinate the review and finalization of inputs for financial reports for donors.
- Provide administrative and logistical support in coordinating review meetings and other project-related workshops and events.
- Collaborate with team members in the Operations Unit, on administrative and financial management tasks, including preparation of meetings, strategic events, travel, procurement and other related functions.

Any other duties as assigned by the supervisor from time to time in consultation with the management.

Qualifications and Experience:

Education:

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

Knowledge and Experience:

- Five years of relevant experience in programme/ project management.
- Experience using office software packages and web-based management systems such as the ERP system, Quantum, QuantumPlus, Quantum PowerBI, etc.

Languages:

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



Required Competencies:

Values: • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change	Functional Competencies: • 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
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	

UNFPA Work Environment:

UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from the LGBTQIA+ community, minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation and selection for all regardless of personal characteristics and dimensions of diversity. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce - click [here](#) to learn more.

Disclaimer:

Selection and appointment may be subject to background and reference checks, medical clearance, visa issuance and other administrative requirements.

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process and does not concern itself with information on applicants' bank accounts.

Applicants for positions in the international Professional and higher categories, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.