



Vacancy Announcement

**Individual Consultancy –Administrative Assistant Position,
Regional Humanitarian Team (GBV AoR)**

Vacancy Announcement period 20th – 27th September, 2022

TERMS OF REFERENCE	
Hiring Office	UNFPA Kenya Country Office – for Regional Humanitarian Team (GBV AoR)
Purpose of the Position:	To provide operational support to the Regional Humanitarian Team (GBV AoR)
Scope of work Description of services, activities or outputs:	<p>Under the overall guidance and supervision of the Regional Emergency GBV Advisor undertakes the following roles and responsibilities:</p> <ol style="list-style-type: none"> 1. Assist the regional GBV AoR team with all aspects of mission planning including but not limited to booking flights, processing visas, submitting travel authorizations and security clearances. 2. Support the GBV AoR’s global operations team on initiatives that impact the regional work plan. 3. Provide admin support to the Regional GBV Working Group for East and Southern Africa, which is led by the GBV AoR; manage the working group register, take meeting minutes; perform other functions as prescribed by the Regional Emergency GBV Advisor 4. Provide admin support during the implementation of activities undertaken by the regional GBV AoR team; 5. Organize and manage online and in-person conferences and events; photocopy materials; and perform other duties as required. 6. Support development of annual procurement work plan, procurement of goods and services for the Humanitarian team and CO (if needed) and projects adhering to established corporate procedures, including preparation of RFQs, ITBs or RFPs documents, receipt of quotations, bids or proposals, preliminary bid evaluation and preparation of analysis matrices for review by the Procurement Committee. 7. Any other related duties assigned.
Duration and working schedule:	six months
Place where services are to be delivered:	UNFPA Kenya Country Office
Delivery dates and how work will be delivered (eg electronic, hard copy etc)	Monthly



Monitoring and progress control, including reporting requirement, format and deadline.	Undertaken through monthly assessments based on assigned workload.
Supervisory arrangements	Reports to the Regional Emergency GBV Advisor
Expected travels	As may be required
Required expertise, qualifications and competence, including language requirements:	<p>Completed Secondary Level Education required.</p> <p>First level university degree in a related field is desirable. Business administration, international relations, economics, procurement</p> <p>Minimum 5 years of relevant professional experience in the public or private sector.</p> <p>Detailed knowledge and understanding in procurement and administrative best practices and procedures within a multicultural corporate environment.</p> <p>Proficiency in current Microsoft Office applications (especially Microsoft Excel and Word).</p> <p>Experience in using ERP system (e.g. Atlas, PeopleSoft, Oracle, SAP) or similar integrated systems/ applications</p> <p>Previous experience in the UN is an asset.</p> <p>Fluency in English is required; knowledge of other official UN languages is desirable.</p>
Inputs/ services to be provided by UNFPA or implementing partner (eg support services, office space, equipment), if applicable.	UNFPA will provide office space, a desk, stationery and computer for use to accomplish the required tasks.
Other relevant information or special conditions, if any	None
Interested candidates are requested to send their application and curriculum vitae to Kenya.recruit@unfpa.org by 27 th September, 2022	