



The Gambia

**1. Position Information**

<b>Job title:</b> Programme Associate  <b>Report to:</b> Representative <b>Direct Reports:</b> Assistant Representative <b>Position Status:</b> Non-Rotational	<b>Grade Level:</b> GS 6  <b>Duty Station:</b> Banjul, The Gambia  <b>Duration and Type of Assignment:</b> Initial 1 Year, Fixed term Appointment
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**2. How to make a difference**

The Programme Associate (PA) provides critical senior level, administrative, secretarial and communications support, under the supervision of Finance & Administrative Associate and direct report of the Country Representative.

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 new strategic plan (2018-2021), 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.

**3. Recruitment Qualifications**

<b>Education:</b>	First level university degree desirable. Completed Secondary Level Education is required. Diploma with 6 years' experience will be considered.
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Six years of relevant experience in administration.</li> <li>• Some experience in research assistance.</li> <li>• Strong interpersonal and organizational skills.</li> <li>• Proficiency in current office software applications and corporate IT financial systems.</li> <li>• Good written and verbal communication skills.</li> </ul>
<b>Language Requirements:</b>	Fluency in English; knowledge of other official UN languages, preferably French, is desirable

**Follow the link below to view a detailed job description and apply:**  
[https://erecruit.partneragencies.org/psc/UNDPP1HRE/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?Page=HRS\\_CE\\_JOB\\_DTL&Action=A&JobOpeningId=23777&SiteId=1&PostingSeq=1](https://erecruit.partneragencies.org/psc/UNDPP1HRE/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=23777&SiteId=1&PostingSeq=1)

**OR**  
**You may also access this vacancy through the UNFPA link below:**  
<http://gambia.unfpa.org/en/vacancies>

**Closing date for application is 24<sup>th</sup> June 2019. Manual applications will not be accepted, and only short-listed candidates will be contacted. Women are strongly encouraged to apply.**