



Vacancy Announcement: Programme Assistant UNDP Fiji GEF Small Grants Programme

BACKGROUND

The **Global Environment Facility (GEF) Small Grants Programme (SGP)** provides non-governmental and community-based organizations (NGO/CBO) in developing countries with grants to help them tackle climate change, conserve biodiversity, protect international waters, reduce the impact of Persistent Organic Pollutants (POPs), and prevent land degradation. With these environment-centered 'grant projects' the programme also seeks to generate sustainable livelihoods and reduce poverty in the world's neediest countries and regions. The SGP motto is "Community Action – Global Impact!"

Through UNDP/UNOPS, the Vanuatu GEF Small Grants Programme seeks to recruit a suitably qualified national for the position of Programme Assistant.

VACANCY DETAILS

Post Title: Sub Regional Programme Associate
Post Level: SB-3
Contract Type: Service Contract
Duty Station: Port Vila, Vanuatu
Duration: Initially one year, renewable subject to satisfactory performance

KEY RESULTS EXPECTED / MAJOR FUNCTIONAL ACTIVITIES

Effective day-to-day substantive, administrative and financial support to the national SGP team and the National Steering Committee to ensure the smooth operation and management of the GEF-SGP (Global Environment Facility – Small Grants Programme) programme portfolio, timely and efficient response to queries from different grantees and stakeholders, closely monitoring the achievement of the national annual SGP delivery and co-financing targets, and updating of relevant databases.

Minimum Qualifications and Experience:

Secondary Education, preferably or a Diploma or Bachelor's Degree in an Environmental Management/Studies or relevant Science field and/or Business Administration would be desirable, but it is not a requirement.

Experience: At least 3-5 years relevant working experience with NGOs and/or Community Based Organizations and a progressively responsible administrative or programme experience is required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.

Competencies required for the above positions:

- Excellent communication and interpersonal skills;
- Excellent drafting and analytical skills required;
- Good knowledge of budget control and financial management;
- Excellent people skills and ability to work under pressure;
- Team Orientation and good planning and organizing skills;
- Honest and highly motivated.

General Terms and Conditions of Employment:

Various benefits including health insurance, pension, dependency allowances and annual/sick leave apply. Contract duration is 1 year initially with an extension depending on performance.

Candidates can submit their application through the following mediums;

1. Online application on https://jobs.undp.org/cj_view_jobs.cfm;
2. Email completed P-11 and copy of Results Oriented CV to vacancies.fj@undp.org;
3. Post completed P-11 and copy of Results Oriented CV under confidential cover to the following address;

Vacancy Title

United Nations Joint Country Presence
Rue D'Artois
NAMBATU
Port Vila
Vanuatu.

Closing Date of Applications: Friday 6 November, 2017.

Incomplete applications will not be considered and **only candidates for whom there is further interest will be contacted.** Shortlisted applicants will be required to submit a completed & signed **P-11 form** when contacted for interview. Additional information including the Post Profile, Results-Oriented Curriculum vitae format and P-11 form is available from the UNDP website: www.pacific.undp.org or the UNDP Office.