



UNITED NATIONS POPULATION FUND

JOB DESCRIPTION-INTERNSHIP

Position Information

Title: PDF Intern – Backup for Admin. /Finance Assistant

Duration: Six months, start as soon as possible

Reports to: Ms. Li Jing, Operations Manager of UNFPA China Country Office (CO)

Department: Operations Team

Introduction & Background

The United Nations Population Fund (UNFPA) has assisted China since 1979, supporting institutional and professional capacities to collect, analyze and use demographic data, introducing modern methods for conducting population census, improving maternal and reproductive health service delivery as well as playing a catalytic role in promoting quality standards for a voluntary reproductive health approach in China. As China's largest multilateral source of assistance for population and reproductive health, UNFPA supports the Chinese Government in fulfilling its commitments to ICPD and MDGs in the areas of population and development.

UNFPA is currently implementing its seventh country programme (CP8) over a five-year period (2016-2020) to assist the Government of China in achieving its population and development goals, which covers the crucial five years from 2016-2020 in realizing the ICPD PoA and MDGs.

The 8th country programme will be more focused on advocacy and policy dialogue/advice.

Organizational Setting

The intern will work within the Operations team, however as the intern provides financial and administrative support to the programme area as well, is expected to interact regularly with the programme team and contribute to the CP as required in the area of Finance and Administration.

Job Description

Under the direct supervision of the Admin./Finance Assistant and working in close collaboration with the Finance Associate and the Admin. Associate, the intern is expected to perform the following tasks.

1. Finance

- Assist in operational requirements of programme/project inputs in terms of finance matters
 - Institutional Budget (IB) accountability checklist on quarterly basis
 - Assist in management of Petty Cash account
- Assist in the management of the Country Office budget by budget formulation, controlling allotments, monitoring expenditures, and preparing revisions according to the needs of the office
- Assist in preparing of supporting documents for payments
 - Prepare all of relevant documents to assist for application of VAT refund claim on quarterly basis
 - Prepare memo for IB related payments

2. Admin

- Contribute to the smooth running of the office by ensuring the provision and maintenance of services and supplies following-up processes and maintaining up-to-date inventory and records
 - When SIM card of office cell phone lost, contact with China Mobile for renewal
 - Settle office telephone bill (IDD/IP) and collect personal charge then deposit
 - Assist in verification and settlement of personal phone calls
 - Prepare memo for telephone/cell phone related payments
- Pouch every Friday when needed and prepare payment for pouch, local postage and office courier cost
- Other ad hoc work as required

Recruitment Qualifications

- Bachelor's degree (or equivalent) and be completing at least a Master's degree at the time of application, in Finance/Accounting, Economics or other related field is preferable
- Excellent command of English and Chinese, both written and verbal
- Proficiency in use of current office software applications
- Prior experience with international organizations are preferred

- Demonstrated strong capacity in planning and organizing multi-tasks, logistical support and managing information/data
- Demonstrated analytical and strategic thinking
- Strong self-discipline and team spirit