

Regular Staff Categories

Internationally recruited professional staff

Professional and higher-level categories of staff, including directors, perform roles which require skills and expertise that must be recruited internationally. A university degree, or more often an advanced university degree is a mandatory requirement. Professional and higher-level staff categories range from the ICS 8 – ICS14 (P1, P2, P3, P4, P5, P6, P7, D1, D2) levels. Internationally recruited staff may be expected to rotate and accept assignments in different duty stations/locations in the course of their career with the organization. Internationally recruited positions are advertised on [UNFPA's e-Recruitment system](#).

Locally recruited General Service Staff

Staff in the general service category are recruited locally from the area in which a particular office is located, and perform support and clerical functions for which expertise can be found locally. As a result, these staff members are not expected to relocate to different duty stations. Except for posts at headquarters in New York which are advertised on [UNFPA's e-Recruitment system](#), general service positions are advertised locally.

Job requirements are a high school or secondary school diploma (an undergraduate degree is often an advantage), and language requirements which depend on the job and the location of the office.

General Service staff categories range from ICS 1 to ICS 7 (G1 to G7) levels.

For more information on local positions, contact the UNFPA office in your area.

Locally recruited National professional officers

National professional officers are recruited locally and perform professional-level functions for which expertise can be found locally. National professional officers are nationals of the country in which they are serving and their functions have a national context—that is, they require knowledge of the national language, culture, institutions and systems. There are four levels (NOA through NOD) of national professional officers.

For more information contact the UNFPA office in your area.



Academic qualifications and minimum years of relevant experience

INTERNATIONALLY RECRUITED PROFESSIONALS AND LOCALLY RECRUITED NATIONAL OFFICERS

LEVEL OF APPOINTMENT	MASTER OR HIGHER + YEARS OF EXPERIENCE
P-1/NO-A	0
P-2/NO-B	2
P-3/NO-C	5
P-4/NO-D	7
P-5	10
D-1/P-6	15
D-2/P-7	>15

GENERAL SERVICE CATEGORY (LOCALLY RECRUITED)

LEVEL OF APPOINTMENT	COMPLETION OF HIGH SCHOOL + YEARS OF EXPERIENCE
GS-1	0
GS-2	2
GS-3	3
GS-4	4
GS-5	5
GS-6	6
GS-7	7

Note: UNFPA only accepts completed qualifications from accredited academic institutions that are recognized and otherwise sanctioned by competent national authorities. UNFPA does not accept qualifications from “Diploma Mills” i.e. institutions that sell academic transcripts with little or no required course work, or degrees awarded for payment of fees only, nor will it accept degrees granting substantial credit for lifetime achievements or life/work experience. Incomplete degrees are unacceptable to UNFPA as proof of academic qualification, regardless of whether they are associated with a recognized higher educational institution.

Staff Position Profiles

Some Typical Job profiles

REPRESENTATIVE

DEPUTY REPRESENTATIVE

REGIONAL OPERATIONS MANAGER

PROGRAMME SPECIALIST

FINANCE ASSOCIATE

REPRESENTATIVE

The UNFPA Representative plays the leading role in projecting the priorities and mandate of the organization at the national and/or area level. Through compelling advocacy and leadership, the Representative effectively positions UNFPA to be the visible centre of innovation and excellence on issues of population and development, sexual and reproductive health, and gender, human rights and culture. Placing International Conference on Population and Development (ICPD) issues at the centre of the overall development agenda, the Representative plays a significant part in ensuring a coordinated and comprehensive engagement across the UN system, with bilateral donors and civil society, with national counterparts and other partners. The Representative provides leadership for the work of UNFPA in the country of assignment and is accountable for the UNFPA Country programme and operations in the country. Key activities include:

- Strategic direction, planning and management
- Programme leadership and representation
- Programme oversight and coordination
- Resource management of resources

DEPUTY REPRESENTATIVE

In close collaboration with the UNFPA Representative, the UNFPA Deputy Representative plays a leading role in strengthening the Country's capacity to implement the ICPD Programme of Action within the context of its national development efforts for the achievement of the MDGs, thus ensuring national ownership. He/she is primarily responsible for the formulation and delivery of the UNFPA Country programme, projecting the programme of the organization, promoting at the national level the goals of the programme and ensuring the integration of issues of population, sexual and reproductive health, and gender in the broader development agenda. The Deputy Representative plays a leadership role also within the UNFPA country team, providing an example of creative programme development and sharing knowledge and insights with staff to facilitate broad country programme management. Key activities include:

- Programme leadership
- National capacity development
- Partnerships and advocacy
- Resource management

REGIONAL OPERATIONS MANAGER

The Regional Operations Manager provides leadership and advice on all aspects of office management and operations, from financial and human resources management, procurement, IT, general administration, travel and logistics, common services and security of UNFPA premises and staff. He/she also provides support and oversight to Country Offices in the region on operations issues, in collaboration with the regional programme and technical team. The Operations Manager leads strategic planning for UNFPA operations and setting of management targets, and outsourced services.

The Operations Manager role is to ensure a smooth functioning, well-managed and results oriented Regional Office and to facilitate programme implementation and delivery by providing for the operational needs of programmes and projects managed by the Region. The Operations Manager will also ensure Country Offices within the region are strengthened and supported in their operations, needs and queries by developing corporate administrative management policies, regulations, rules and procedures compatible with regional needs.

PROGRAMME SPECIALIST

The Programme Specialist contributes to the co-ordination and management of quality, timely and integrated technical and programme support to Country Offices, ensuring that country programmes are implemented in the context of: the ICPD Programme of Action and UNFPA Strategic Plan as well as national development processes, frameworks and UN reform. He/she monitors country level technical support progress and needs, and provides feedback to a team of regional Technical Advisers. As focal point to assigned country offices and components of the regional programme, the Programme Specialist ensures that programme assistance and capacity development needs are met and technical assistance is delivered and managed effectively through appropriate modalities. Key activities include:

- Support to policy and programme development and implementation
- Capacity development
- Knowledge management
- Programme management support

FINANCE ASSOCIATE

The Finance Associate delivers quality financial services to internal and external clients mastering all relevant rules, guidelines, processes and procedures. He/she takes a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing assistance and guidance to the Country Office and UNFPA-supported projects.

Key activities include:

- Supporting the monitoring of programme financial performance for all core and non-core resources by providing necessary financial information and analysis.
- Developing tools and mechanisms for effective and efficient monitoring of programme and project budgets.
- Interpreting financial policies and procedures and providing guidance and training to staff and project managers.
- Assisting in the management of the Country Office budget.
- Maintaining an effective financial recording and reporting system, internal control and audit follow-up.
- Reviewing and monitoring charges for common services and cost and representing UNFPA's interests in related negotiations and agreements.

