



UNFPA, the United Nations Population Fund, is looking for qualified candidates to be based in UNFPA Ghana Country Office

Advertisement: Procurement / Administrative Assistant (1 position)

Category: Individual Consultant

Deadline: Friday, 27 October 2023

Duration: 2 Months

Position: Under the overall guidance of the International Operations Manager and direct supervision of the Procurement Associate, the Procurement/Administrative Assistant will ensure the effective functioning of procurement and administrative functions and systems in support of the programme and office management to meet the increased demand within the CO, but also from ROs. He/she works closely with operations and programme staff, providing assistance to the Procurement Associate and Administrative Assistant.

Eligibility: An undergraduate degree in procurement, logistics, supply chain management, business administration, accounting, finance, public administration, or another related field.

At least 2 years progressively responsible experience in procurement, logistics in a public or private sector environment. Proficiency in current office software applications, web-based management, and ERP financial systems. Prior experience with UNFPA or UN agencies, preferable. Detailed knowledge and understanding of clerical, administrative, secretarial best practices, and procedures within a multicultural corporate environment.

How to apply:

A full job description of the position can be accessed at and only online applications using this link https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_2003/job/14181/?utm_medium=jobshare will be accepted.

Notice: There is no application, processing, or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status. UNFPA provides a work environment that reflects the values of gender equality, teamwork, embracing diversity in all its forms, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all, including persons with disabilities.

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