

## Consultancy

### UNFPA Nordic Representation Office

UN City, Copenhagen

**Position:** Consultant, UNFPA Nordic Representation Office  
**Location:** UN City Copenhagen, Marmorvej 51, 2100 Copenhagen Ø, Denmark  
**Duration:** 1 August 2026 - 31 December 2026  
**Time:** The consultancy will be part time (32 hours / week - 6.5 hours/4 days + 6 hours/1 day - excluding 30 min lunch break)  
**Level:** The remuneration will be at the level of a G5 consultancy

**Application:** Send motivational letter and CV in one attached file to: [nordic.office@unfpa.org](mailto:nordic.office@unfpa.org). Kindly write "Consultancy" in the subject line.

**Application deadline: Wednesday 17 June 14:00 Copenhagen.**

**Questions about the consultancy: Write an e-mail to [nordic.office@unfpa.org](mailto:nordic.office@unfpa.org) or call Mette Strandlod, Policy and Advocacy Specialist at UNFPA Nordic Representation Office at +45 26 77 66 56.**

#### The Position:

Under the supervision of the Chief, Nordic Representation Office, the Administrative Assistant provides administrative and financial support to the office as well as performing a wide range of duties including research, written work and other organizational responsibilities.

#### How you can make a difference:

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 Strategic Plan (2026- 2029), reaffirms the relevance of the current strategic direction of UNFPA and focuses on four transformative results: ending preventable maternal deaths, unmet need for family planning, gender-based violence and harmful practices, and adapting to demographic change while strengthening resilience.

These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. 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.

**Job Purpose:**

To provide research, administrative, financial and organizational support to the Nordic Representation Office as Administrative Assistant to the Chief, as well as contributing to stakeholder management and supporting the wider work of UNFPA through outreach to partners, organizing meetings, driving accountability and follow-up, and building relationships.

**Main Tasks & Responsibilities:**

This position is located within the 3-person Nordic Representation Office. Due to the nature of the small office, duties will be wide-ranging and the job holder will be expected to be flexible and demonstrate the ability to adapt to a range of different tasks including office and finance administration, organizational duties, attending meetings, written work and general support to the office Chief, including:

- Managing and monitoring the office's budgets and expenditure, working closely with HQ; including managing Quantum and other relevant financial and reporting systems, budgeting, as per UNFPA's financial rules and regulations;
- Contributing to political analyses including monitoring Parliamentary debates, and mapping political interests to facilitate the work of the office; and supporting work on projects, campaigns and the creation of resource mobilization materials by preparing relevant documentation;
- Mapping and managing the NordicRep Office's stakeholder engagement to track partners interests, support the office's interactions, to maximise impact and results;
- Scheduling and coordinating meetings and preparing agendas, information papers, think-pieces, briefing notes and/or minutes of meetings;
- Preparing travel authorizations and travel arrangements for the office and facilitating approval from the DER Directorate, as well as preparing visit programmes for the Chief and inward UNFPA Senior Management visits including hotel and event space management, ground transportation and comprehensive visit programmes;
- Organizing and providing administrative support to workshops, retreats, events and meetings for the office, including note-taking, facilitation, and preparations for communications and media handling;
- Handling procurement processes and contracts, overseeing tenancy and service agreements, ensuring prompt payment of invoices and facilitating necessary correspondence;
- Supporting the monitoring of the office's workplan and corporate reporting mechanisms;
- Managing and filing of administrative files/documents on e.g. mission travel reports, briefings, notes to file etc.;
- Managing the Nordic Internship program in collaboration with Nordic Universities and UNFPA Country Offices;
- Managing SoMe and ensuring alignment with policies in close collaboration with MCB;
- Day to day supervision of the NRO intern;

- Ensuring visibility in the region, mapping and managing media outreach and facilitating visibility possibilities, including timely translation and dissemination of global communication;
- To carry out any other duties as may be required by the Chief of the office and DER Directorate.

**Qualifications and Experience Education:**

Completion of secondary education is required. A first level university degree in a related field is desirable

**Knowledge and Experience:**

- A minimum of 6 years of progressively responsible experience in administrative services, protocol and/or a related area is required. The minimum years of relevant experience is reduced to 3 years for candidates who possess a relevant first-level or advanced university degree;
- Proficiency in using Google docs/sheets/slides, Excel, Word, PowerPoint, Quantum, Quantum Plus; and ATLAS, IBM Cognos.
- Reporting and accounting systems
- Good written and communication skills
- Other Desirable Skills: Strong problem-solving skills, organizational skills, evidence using your own initiative, working at pace, and evidence of sound judgment are highly desirable skills. A strong interest in development work, especially the mission of the United Nations Population Fund, and dedication to the principles of the United Nations. Strong team working skills, flexibility and ability to multitask and work in a fast-paced work environment where compliance with deadlines is critical. An ability to think clearly and plan effectively is also highly desired.
- Knowledge of PowerBI an advantage.

**Languages:**

Fluency in English is required. Fluency in a Nordic Language is an advantage.

**Required Competencies**

**Values:**

- Exemplifying integrity,
- Demonstrating commitment to UNFPA and the UN system,
- Embracing cultural diversity,
- Embracing change.

**Core Competencies:**

- Achieving results,
- Being accountable,
- Developing and applying professional expertise/business acumen,
- Thinking analytically and strategically,

- Working in teams/managing ourselves and our relationships,
- Communicating for impact

**Functional Competencies:**

- Logistical support
- Managing information and workflow
- Managing documents, correspondence and reports
- Managing data
- Planning, organizing and multi-tasking
- Managing financial processes
- Managing relationships, both internal and external.
- Job knowledge / technical expertise