



UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

I. Position Information

Job Code Title: **Programme Assistant**
Pre-classified Grade: SB2/4
Supervisor: Deputy Resident Representative (DRR)

II. Organizational Context

Under the overall guidance of the DRR if applicable, the Programme Assistant provides programme support services ensuring high quality, accuracy and consistency of work.

The Programme Assistant works in close collaboration with the operations, programme and project staff in the CO and UNDP HQ as required to exchange information and support programme delivery.

III. Functions / Key Results Expected

Summary of Key Functions:

Support to formulation of programme strategies and the Country Programme Action Plan
Support to management of the CO programme
Administrative support to the Programme Unit
Support to resource mobilization
Support to knowledge building and knowledge sharing

1. Supports formulation of **programme strategies and the Country Programme Action Plan** focusing on achievement of the following results:

- Collection, analysis and presentation of information for identification of areas for support and programme formulation/ implementation.

2. Provides effective support to **management of the CO programme** focusing on the achievement of the following results:

- Creation of projects in Atlas, preparation of budget revisions, revision of project award and project status, determination of unutilized funds, operational and financial closure of a project.

3. Provides **administrative support to the Programme Unit** focusing on achievement of the following results:

- Maintenance of the internal expenditures control system including timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers.
- Creation of requisitions in Atlas for development projects, register of goods receipt in Atlas.
- Draft the ToRs for experts to be hired outside of project activities with the guidance from the Programme Team
- Facilitate the participation of Government officials and/or representatives of CSOs in regional events, workshops and etc (coordination of travel, visa and accommodation arrangements with Operations Unit)
- Facilitate the UNDP Partnership Survey in coordination with the Programme Team
- Substitute the Programme Staff while on annual leave or official travel
- Maintain of the Programme Unit filling system
- Organization of the LPAC meetings, including coordination of the invitations, minutes taking etc.
- Assistance to the programme team for the Office audits.
- Quality Assurance of the projects and update of the ATLAS logs with inputs from the Programme Team

4. Supports **resource mobilization** focusing on achievement of the following results:

- Review of contributions agreement, managing contributions in Atlas.

5. Supports **knowledge building and knowledge sharing** in the CO focusing on achievement of the following results:

- Participation in the trainings for the operations/ projects staff on programme.
- Contributions to knowledge networks and communities of practice.

IV. Impact of Results

Accurate data entry and financial information have an impact on the quality and implementation of the UNDP programme. A client-oriented and efficient approach impact on the image of UNDP in the country.

V. Competencies and Critical Success Factors

Functional Competencies:

Level 1.1: Support the preparation of information for advocacy

- Identifies relevant information for advocacy for a variety of audiences

Results-Based Programme Development and Management

Level 1.1: Contributing to results through provision of information

- Provides information and documentation on specific stages of projects/programme implementation

Building Strategic Partnerships

Level 1.1: Maintaining information and databases

- Analyzes general information and selects materials in support of partnership building initiatives

Innovation and Marketing New Approaches

Level 1.1: Implementing processes and uses products

- Documents and tracks innovative strategies/best practices/new approaches

Resource Mobilization (Field Duty Stations)

Level 1.1: Providing information for resource mobilization strategies

- Maintains information/databases on potential and actual donors
- Maintains database of project files
- Provides data and information needed for preparation of project documents

Promoting Organizational Learning and Knowledge Sharing

Level 1.1: Basic research and analysis

- Researches best practices and poses new, more effective ways of doing things

Job Knowledge/Technical Expertise

Level 1.1: Fundamental knowledge of processes, methods and procedures

- Understands the main processes and methods of work regarding to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Demonstrates good knowledge of information technology and applies it in work assignments

Global Leadership and Advocacy for UNDP's Goals

Level 1.1: Research and analysis

- Identifies relevant information for advocacy for UNDP's goals for a variety of audiences

Client Orientation

Level 1.1: Maintains effective client relationships

- Reports to internal and external clients in a timely and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Establishes, builds and sustains effective relationships within the work unit and with internal and external clients
- Responds to client needs promptly

Core Competencies:

- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others. **Promoting learning and knowledge management/sharing is the responsibility of each staff member.**
- Informed and transparent decision making

Prince2 training and certification, RMG

VI. Recruitment Qualifications	
Education:	Bachelor's Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences
Experience:	5 years of relevant 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 knowledge of spreadsheet and database packages, experience in handling of web based management systems.
Language Requirements:	Fluency in the UN and national language of the duty station.

VII. Signatures- Job Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		

Name	Signature	Date
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