



UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

I. Position Information

Job Code Title:	Programme Associate
Pre-classified Grade:	ICS -7
Supervisor :	Programme Analyst

II. Organizational Context

Under the guidance and direct supervision of the Programme Analyst, the Programme Associate provides leadership in execution of services in the CO Programme Unit, supports the design, planning and management of the country programme by managing data and facilitating programme implementation. The Programme Associate promotes a client -oriented approach consistent with UNDP rules and regulations.

The Programme Associate supervises and leads the support staff of the Programme Unit. The Programme Associate works in close collaboration with the operations programme and project teams in the CO and UNDP HQs staff for resolving complex programme -related issues and information delivery.

III. Functions / Key Results Expected

Summary of Key Functions:

- q Administration and implementation of programme strategies, adapts processes and procedures
- q Support to management of the CO programme
- q Administrative support to the Programme Unit
- q Support in creation of strategic partnerships and implementation of the resource mobilization strategy
- q Facilitation of knowledge building and knowledge sharing
- q M&E Focal point
- q RBM focal point

1. Ensures **administration and implementation of programme strategies, adapts processes and procedures** focusing on achievement of the following results:

- q Presentation of thoroughly researched information for preparation of CCA, UNDAF, CPD, CPAP, effective application of RBM tools and establishment of management targets (BSC). Establishment of the mechanisms to track use of RBM tools and maintenance of RBM database.
- q Presentation of information/ reports for identification of areas for support and

<p>interventions.</p> <ul style="list-style-type: none"> q Implementation of the CO partnerships and resources mobilization strategies, preparation of reports.
<p>2. Provides effective support to management of the CO programme focusing on the achievement of the following results:</p> <ul style="list-style-type: none"> q Presentation of thoroughly researched information for formulation of country programme, preparation of project documents' drafts, work plans, budgets, proposals on implementation arrangements. q Initiation of a project, entering project into Atlas (in small offices), preparation of required budget revisions. q Provision of guidance to the executing agencies on routine implementation of projects, tracking use of financial resources. q Follow up on performance indicators/ success criteria, targets and milestones, preparation of reports. q Analysis of the situation in programme, identification of operational and financial problems, development of solutions. q Preparation and conduct of audit of NEX projects, implementation of audit recommendations.
<p>3. Provides administrative support to the Programme Unit focusing on achievement of the following results:</p> <ul style="list-style-type: none"> q Proper control of the supporting documents for payments, review of NEX projects Financial Reports. q Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas. q Timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers.
<p>4. Provides support in creation of strategic partnerships and implementation of the resource mobilization strategy focusing on achievement of the following results:</p> <ul style="list-style-type: none"> q Analysis of information on donors, preparation of donor's profile and database, establishment of contacts with donor counterparts. q Track and reporting on mobilized resources.
<p>5. Ensures facilitation of knowledge building and knowledge sharing in the CO focusing on achievement of the following results:</p> <ul style="list-style-type: none"> q Organization of trainings for the operations/ projects staff on programme. q Synthesis of lessons learnt and best practices in programme. q Sound contributions to knowledge networks and communities of practice.
<p>6. M&E Focal point :</p> <ul style="list-style-type: none"> q Support planning and participate in select evaluations (thematic/strategic) and country evaluations under the direct supervision of the DRR and in close collaboration with the Evaluation Office q Update of the Evaluation Resource Center (ERC) interface and support the finalisation of the evaluation plans q Ensure the coordination with other M&E officers/focal points from other UN agencies for the regular UNDAF reviews. q Assist in developing training material for Monitoring and Evaluation.

7. **RBM focal point :**

- q Contribution to ongoing process of results orientation in UNDP through methodological development of tools (RMG implementation - CEDAR; monitoring & evaluation tools, guidelines, etc.), and to continuing refinement of methodologies of Results Based Management (RBM) in the organization.
- q Coordinate the implementation of the RMG as an interactive mechanism for promoting the RBM knowledge
- q Participate in the updating and diffusing of knowledge developed in support of results-based management in UNDP within the context of harmonizing evaluation policies and practices .

IV. Impact of Results

The key results have an impact on the overall CO efficiency in programme and success in implementation of programme strategies. Accurate analysis and presentation of information enhances UNDP position as a strong development partner. The information provided facilitates decision making of the management.

V. Competencies and Critical Success Factors

Corporate Competencies:

- q Demonstrates commitment to UNDP's mission, vision and values.
- q Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- q Shares knowledge and experience
- q Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- q Ability to perform a variety of specialized tasks related to Results Management, including support to design, planning and implementation of programme, managing data, reporting.
- q Ability to provide input to business processes re -engineering, implementation of new systems, including new IT based systems
- q Good knowledge of Results Management Guide and Toolkit

Leadership and Self -Management

- q Focuses on result for the client and responds positively to feedback
- q Consistently approaches work with energy and a positive, constructive attitude
- q Remains calm, in control and good humored even under pressure
- q Demonstrates openness to change and ability to manage complexities

Prince2 training and certification, RMG

VI. Recruitment Qualifications

Education:	Secondary Education , preferably with specialized certification in Accounting and Finance. University Degree in Business or Public Administration, Economics, Political or Social Sciences would be desirable, but it is not a requirement.
Experience:	5 to 7 years of progressively responsible 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 advance 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.