



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Code Title:	Project Assistant
Project Title:	Building Institutional Capacity of the MFAEI
Supervisor:	Project Manager

II. Background

This project has the overall objective of strengthening the institutional capacity of the MFAEI so that it can exercise its functions in a more efficient manner, operate transparently and fulfil its European Integration commitments. The project has three interlinked, yet distinct components:

1. Institutional Capacity Building
2. Regional Cooperation
3. Communications and Public Relations

International and local consultancy, specialized training activities, provision of equipment will be deployed to the Ministry funded by Swedish International Development Agency, Austrian and Estonian Governments and UNDP to support:

- modernization of the MFAEI,
- improvement of the human resource management systems,
- improvement of information flow and service provision through ICT,
- involvement of the Republic of Moldova in regional cooperation processes in South East Europe for bringing the country closer to the European Union, and
- increase the MFAEI's openness and transparency to the public and media.

III. Organizational Context

Under the guidance and direct supervision of the Project Manager and UNDP Programme Officer the incumbent assists in the effective and efficient management of the "Building Institutional Capacity of the MFAEI" project through a range of actions contributing to the design, planning, management and monitoring of project activities. The Project Assistant applies and promotes the principles of results-based management (RBM), as well as a client-oriented approach consistent with UNDP rules and regulations.

The Project Assistant works in close collaboration with the Programme, Operations, Communications and other project teams in the Country Office (CO) for effective achievement of results, anticipating and contributing to resolving complex programme/project-related issues and information delivery.

The incumbent is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

IV. Objectives/ Key Activities

Objectives: To provide support and assistance in various aspects of project's administrative and financial management.

Key Activities:

<u>Administrative management</u>	
§	Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;
§	Provide support to international consultants in the implementation of their tasks for the achievement of project results (communication, contracts, agenda, visas, hotel reservations, etc);
§	Maintain records on all project personnel/national consultants and their respective status (contracts, ToRs, time and attendance – if appropriate, etc.) in accordance with accepted policies and procedures;
§	Prepare and issue contracts;
§	Make pertinent logistical arrangements for the prompt and effective implementation of the programme activities;
§	Draft minutes of Project Board and other project related meetings;
§	Assume overall responsibility for administrative matters of a more general nature, such as registry and maintenance of project files and records;
§	Arrange external and internal meetings (including the meetings of the Project Board, Technical level, as well as other relevant meetings etc.).
<u>Financial management</u>	
§	Prepare requests for advance of funds and/or direct payments;
§	Monitor budget expenditures and maintain a proper record of approved project budgets and their revisions;
§	Prepare proposals for budget revisions;
§	Prepare and submit expenditure and programme budget status reports;
§	Respond to queries from the Government and UNDP with respect to financial aspects of the programme, liaise with UNDP-appointed and external auditors wherever required;
§	Prepare recurring reports as scheduled and special reports as required for budget preparations and audit;
§	Advise and assist international advisors and national consultants on all aspects of allowances, travel claims and other financial matters and calculate payments due for claims and services;
§	Undertake other financial and administrative tasks on an ad hoc basis.
<u>Procurement</u>	
§	In accordance with the Work Plan arrange for procurement of equipment, supplies and services;
§	Arrange for equipment maintenance and insurance as required;
§	Ensure that contractual processes follow the stipulated UNDP procedures;
§	Physically clear and ensure delivery of equipment and supplies procured for the various programme sites;
§	Maintain an equipment and spare inventory including verification and transfer when required.
<u>Other duties as assigned.</u>	

V. Competencies	
Corporate Competencies:	
§	Demonstrates commitment to UNDP's mission, vision and values.
§	Exerts strict adherence to corporate rules, regulations and procedures. Familiarity with the internal control framework and results-based management tools is a must.
§	Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
Knowledge Management and Learning	
§	Shares knowledge and experience.
§	Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.
Development and Operational Effectiveness	
§	Ability to perform a variety of specialized tasks related to Results-Based Management, including support to design, planning and project implementation and reporting.
§	Ability to establish and maintain contacts with operational-level officials of the host government required.
§	Excellent interpersonal skills are essential part of the job.

VI. Recruitment Qualifications	
Education:	University Degree in economics, finance, accounting, law, public administration or other related field.

Experience:	<p>§ At least three years of experience in administrative work, accounting/finance, economics, or other substantive area is required.</p> <p>§ At least two years of previous experience in development assistance or related work for a donor organization, consulting company, or NGO is compulsory. Previous experience with UNDP is a very strong advantage.</p> <p>§ 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 web-based management systems.</p>
Language Requirements:	Fluency in both oral and written English and Romanian is a must. Knowledge of Russian desired.

VII. Timeframes	
Duration of employment:	12 months with a possibility of extension