



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

### I. Position Information

<b>Job Code Title:</b>	<b>Project Assistant</b>
Project Title:	Programme of Assistance for the prevention of drug abuse and drug trafficking in Belarus, Ukraine and Moldova (BUMAD)
Supervisor:	Project Assistant
Duration of employment:	3 months (with a possibility of extension)

### II. Background

UNDP is implementing EU funded Regional Anti-drug Programme for Belarus, Ukraine and Moldova (BUMAD), which aims at harmonizing drug law enforcement tactics and operational techniques while fostering cooperation at the regional level. The BUMAD Programme reinforces national drug control measures in beneficiary countries by creating a common basis for the development of cross-border operation, optimizing procedures for internationally controlled deliveries, collection and sharing of drug intelligence. The project helps national institutions (Ministry of Interior, Border Guards Service, Customs Service, Ministry of Health, NGOs etc.) converge towards European standards.

### III. Organizational Context

The assistant will be contracted for a three months period. 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 BUMAD 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 administrative and financial management of the BUMAD project

**Key Activities:**

Administrative management

- 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 Steering Committee meetings;
- Assume overall responsibility for administrative matters of a more general nature, such as registry and maintenance of project files and records;
- Financial management
- 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;
- 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

#### Financial management

- § 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;
- § 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.

#### Procurement

- § In accordance with the Work Plan arrange for procurement of equipment, supplies and services;
- § 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.

#### Other duties as assigned.

## 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.
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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 a very strong advantage.</p> <p>§ Experience in the usage of computers and office software packages (MS Word, Excel – in particular, 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.