



## UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

### I. Position Information

<b>Job Code Title:</b>	<b>Programme Associate</b>
Pre-classified Grade:	ICS-7
Supervisor :	Programme Analyst and ARR(P)

### II. Organizational Context

Under the guidance and direct supervision of the Programme Analyst and ARR(P), 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 in the area of Justice and Human Rights. The Programme Associate promotes a client-oriented approach consistent with UNDP rules and regulations.

The Programme Associate works in close collaboration with the, programme unit, Human Rights Adviser, operations 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 Contribution, 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 in the area of Justice and Human Rights

1. Contributes to development, 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 development of Justice and Human Rights programme and CO strategic documents, 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.

<ul style="list-style-type: none"> <li>q Presentation of information/ reports for identification of areas for support and interventions.</li> <li>q Implementation of the CO partnerships and resources mobilization strategies, preparation of reports.</li> </ul>
<p>2. Provides effective support to <b>management of the CO programme</b> focusing on the achievement of the following results:</p> <ul style="list-style-type: none"> <li>q Presentation of thoroughly researched information for formulation of country programme, preparation of project documents' drafts, work plans, budgets, proposals on implementation arrangements.</li> <li>q Initiation of a project, entering project into Atlas ( in small offices), preparation of required budget revisions.</li> <li>q Provision of guidance to the executing agencies on routine implementation of projects, tracking use of financial resources.</li> <li>q Follow up on performance indicators/ success criteria, targets and milestones, preparation of reports.</li> <li>q Analysis of the situation in programme, identification of operational and financial problems, development of solutions.</li> <li>q Support in preparation and conduct of audit of NEX projects, implementation of audit recommendations.</li> </ul>
<p>3. Provides <b>administrative support to the Programme Unit</b> focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <li>q Proper control of the supporting documents for payments, review of NEX projects Financial Reports.</li> <li>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.</li> <li>q Timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers.</li> </ul>
<p>4 . Provides support in <b>creation of strategic partnerships and implementation of the resource mobilization strategy</b> focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <li>q Analysis of information on donors, preparation of donor's profile and database, establishment of contacts with donor counterparts.</li> <li>q Track and reporting on mobilized resources.</li> </ul>
<p>5. Ensures <b>facilitation of knowledge building and knowledge sharing</b> in the CO focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <li>q Organization of trainings for the programme / operations/ projects staff on Justice and Human Rights programmatic issues.</li> <li>q Synthesis of lessons learnt and best practices.</li> <li>q Sound contributions to knowledge networks and communities of practice, and namely to Justice and Human Rights community of practice, Huritalk knowledge networks.</li> </ul>

#### 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

### 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 system, including new IT based systems

#### 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

## VI. Recruitment Qualifications

Education:	University Degree in Law, Business or Public Administration, Economics, Political or Social Sciences would be desirable.
Experience:	5 to 7 years of progressively responsible programme experience is required at the national or international level. Experience in Human Rights area is strong advantage. 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.

## VII. Signatures- Job Description Certification

Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date