



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Title: **Project Officer**

Project Title: **Support to Parliamentary Development**

Supervisor: **Chief Technical Adviser (CTA), Portfolio Manager**

Duration of employment: **12 months with a possibility of extension**

II. Background: Support to Parliamentary Development Project

Support to Parliamentary Development in Moldova Project aims to enhance parliamentary efficiency in carrying out its functions and responsibilities thus contributing to viable democracy and open society in Moldova. The project will adopt a **comprehensive, long-term approach** to parliamentary development including strengthening of the legislatures law-making, representation and oversight roles. Moreover, it will include cross-cutting or transversal issues such as human rights, MDGs, conflict prevention, anti-corruption, women and minority political involvement etc. It will relate closely with the ongoing projects carried out by UNDP Moldova and their partners – with specific reference to the support to the electoral cycle and decentralization – and thus capitalize on the added value of synergies between the various projects.

III. Organizational Context

Under the guidance and direct supervision of the CTA and Portfolio Manager, and in close coordination with the National Coordinator, the Project Officer ensures an effective and efficient administration of the project by supporting the design, planning and management of project activities and actions. The Project Officer 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 Officer works in close collaboration with the Programme, Operations, Communications and other project teams in the Country Office (CO), as well as National Coordinator for effective achievement of results, anticipating and 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. Functions / Key Results Expected

Summary of Key Functions:

The incumbent will exercise overall administrative support of the project, provide other support services and products (commensurate with the scope of the project) of the highest quality and standards as requested by the CTA, national counterparts and clients. More specifically:

1. Project administrative functions:

- Support the CTA in managing effectively and efficiently all project activities and resources (human, financial, physical / material assets, etc) in order to meet expected results. Provide inputs and take active part in developing annual activity and procurement work plans as well as budgets based on expected year-end outputs, ensure close monitoring of activities and disbursements.
- Under CTA guidance, undertake all administrative and other functions for building, motivating and leading the project team consisting of assisting project personnel, expert consultants, translators, etc.
- Apply UNDP programming tools and policies as explained in the Results Management Guide, including the utilization of the Project Management Module in Atlas (Prince2, etc). Keep abreast of UNDP programming practices and maintain an optimum level of knowledge by continuous learning.
- Provide inputs for qualitative narrative and financial progress reports as may be required by the programme and/or CTA. Prepare periodic procurement/contracting and financial delivery reports for UNDP management. Prepare budget revisions as needed. Timely submit the above mentioned deliverables.
- Provide support and inputs to ensure wide dissemination and visibility of project achievements. Administer mechanisms for exchange of information, experience and lessons learned at the local and national levels.
- Maintain close coordination with project partners, ensure synergies, avoid overlaps in project implementation, collaborate with other donors working in the same area, provide information relevant to the project.

2. Support to the CO Programme and overall coordination:

- Support the Portfolio Manager and CO Programme section in general in programme development, formulation and strategic processes with substantive contributions.
- Promote knowledge sharing and knowledge building among partners and stakeholders.

3. Resource Mobilization and Partnership Building:

- Supports the CTA to maintain and animate effective dialogue and coordination with National Coordinator, representatives of Parliament, Government, Civil Society and relevant donor representatives.
- Engage with relevant donors and contribute to the CO resource mobilization efforts.

4. Knowledge Management:

- Ensure wide dissemination, promote UNDP goals and values and ensures visibility of programme/project achievements at the national/local level, as well as regional.

Additional Responsibilities:

- Continuously assesses the risks and analysis the justice situation in the country.
- Under CTA supervision, shares overall responsibility for the quality/substance and timely delivery of the project products.

V. Impact of Results

The key results have a direct impact on the overall successful achievement of the CO programme. All over the services provided by the project officer should lead to enhanced institutional capacities of the Parliament to better exercise its functions according to the legislation and Constitution, as well as enhance UNDP's position as a strong development partner in the parliamentary development area.

VI. 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.

Functional Competencies:

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 implementation of programme, managing data, reporting.
- Ability to provide input to business processes, re-engineering, implementation of new system, including new IT based systems.
- Ability to establish and maintain contacts with senior-level officials of the host government required. Excellent interpersonal skills are essential part of the job. Ability to communicate effectively, both orally and in writing, is required to obtain, evaluate and interpret factual data and to prepare accurate and complete reports and other documents.

Leadership and Self-Management

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

VII. Recruitment Qualifications

Education:	University/Master Degree in Public Administration, Business Administration, Economics, Political Science, Law or other related field.
Experience:	<ul style="list-style-type: none">• At least five years of progressively responsible experience is required at the national or international level in the areas of democratic governance, public administration, rule of law and/or other related field,

	<ul style="list-style-type: none"> • Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO or private sector / consulting firm is a very strong advantage. • Strong analytical, drafting and communication skills. • Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advanced knowledge of spreadsheet and database packages, experience in handling of web based management systems.
Language Requirements:	Fluency in English, Romanian and Russian (written and spoken).