



**UNITED NATIONS DEVELOPMENT PROGRAMME
MOLDOVA
JOB DESCRIPTION –ADMINISTRATIVE ASSOCIATE**

I. Position Information

Job Code Title: **Administrative Associate**
Pre-Classified Grade:
Supervisor/ Grade: Administrative Officer
Project: EU High Level Policy Advice Mission to Moldova (EUHLPAM)

II. Organizational Context

Under the overall guidance of the Chief Adviser and direct supervision of the Administrative Officer of the EUHLPAM, the Administrative Associate ensures execution of transparent and efficient administrative, financial and overall backstopping services to the Advisory Mission. He/She integrates the CO Operations team and promotes a client-focused, quality and results-oriented approach in the Unit, working in close relationship with the concerned Programme colleagues to ensure a coordinated and coherent project implementation.

Background:

The overall objective of the project is to provide high level policy advice to the Republic of Moldova in the overall implementation of the Government Programme “European Integration: Freedom, Democracy, Welfare” 2009-2013, with particular focus on the EU integration agenda, economic recovery and reforms. The support will be offered to key institutions including the Prime Minister’s Office, the Ministries of Justice, Economy, Interior, Agriculture, Finance as well as Public Procurement Agency and Tax Service and support them in their efforts of designing, implementing and monitoring relevant policies and measures. The project will employ a team of international high level experts in key areas to act as advisers to the Government office, line ministries and other institutions. The Mission will be funded by the European Union and implemented by UNDP. A project Administrator will be employed to manage the operations of the Mission including complex contractual arrangements for the mission personnel, as well as other activities in line with EU and UNDP rules. The post requires strong commitment to UNDP mandate, outstanding managerial abilities, excellent diplomatic skills, very good understanding of UNDP rules and regulations, knowledge of EU-UN Financial and Administrative Framework Agreement.

The project initial duration is 1 year with a possibility of extension. It is a sensitive and important intervention; its recommendations and advice will be transformed into policy actions by the Moldovan officials. These policy actions will generate scope of work for additional interventions in support of implementing reforms in Moldova, particularly when it comes to the negotiation and implementation of the new agreement between the EU and Moldova, capacity development and public administration reform, Confidence Building Measures and others. Specific projects deriving from the advisers’ recommendations will be designed and proposed for implementation within the next EU-Moldova programming cycles.

III. Functions / Key Results Expected

Summary of Key Functions:

1. Financial management
2. Procurement
3. Administrative and operational backstopping
4. Coordination of other support staff and translators
5. Facilitation of knowledge building and knowledge sharing

1. Financial management

- Prepare requests for advance of funds and/or direct payments including, processing of MLAs (with prorated calculations if needed) for international staff, processing of DSAs for local and international staff, prepare reimbursement payments for duty trips
- 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 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;
- Undertake other financial and administrative tasks on an ad hoc basis.

2. Procurement

- In accordance with the Work Plan support management of procurement of equipment, supplies and services;
- Arrange for equipment maintenance and insurance as required;
- Asset management as per UNDP guidelines
- 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.

3. Administrative and operational backstopping

- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;
- Assures smooth operational running of the project by means of following UNDP and EC established operational rules and procedures;
- Maintain contacts with UNDP CO on a variety of the operational issues;
- 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;
- Provide support to international consultants in the implementation of their tasks for the achievement of project results (communication, contracts, agenda, visas, hotel reservations, etc);
- 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.).

4. Coordination of other support staff, project experts and translators

- Administer recruitment of local support staff for the project;
- Prepare TORs and issue contracts for support personnel to be hired: translators, other consultants;
- 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;
- Follows up on staff attendance (prepares monthly leave reports, attendance record cards) and passes information to the Mission Administrative Officer for further processing.
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5. Facilitation of knowledge building and knowledge sharing

- Support organization of trainings for the operations / projects staff.
- Synthesis of lessons learnt and best practices.
- Engage and participate in knowledge networks and communities of practice
- Ensures efficient monitoring, evaluation and information dissemination.

IV. Impact of Results

The key results have an impact on the overall execution of the Mission through successful provision of administrative, financial and other backstopping services, and result in the successful implementation of project activities.

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 Encourages office staff to share knowledge and contribute to UNDP Practice Areas
- q Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- q Ability to perform a variety of specialized activities related to contract, asset and procurement management, including organization and conduct of procurement processes, implementation of contract and sourcing strategies, reporting, control of assets
- q Sound knowledge of financial rules and regulations
- q Ability to provide input to business processes re-engineering, implementation of new system.

Leadership and Self-Management

- q **Focuses on result for the client. Ensuring customer satisfaction is a must**
- 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
- q Responds positively to feedback and differing points of view

VI. Recruitment Qualifications	
Education:	University Degree in economics, finance, accounting, law, public administration or other related field.
Experience:	<ul style="list-style-type: none"> • At least three years of experience in administrative work, accounting/finance, economics, or other substantive area is required. • 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. • Experience in similar positions in a UNDP and/or EU-funded project is a strong advantage. • Possession of specific knowledge of the Moldova's European integration agenda, including negotiation process for a new agreement between EU and Moldova would be an 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 web-based management systems.
Language Requirements:	Fluency in both oral and written English, Romanian and Russian.