



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

### I. Position Information

Job Code Title: <b>Administration Officer</b>	Current Grade: n/a
Position Number:	Approved Grade: P4
Department: <b>UNDP Moldova/RBEC</b>	Position Classified by:
Reports to: <b>DRR</b>	Classification Approved by:
Reports: <b>Project Administrative Associate</b>	
<b>Post Category : Management Project Funded post (MPF post)</b>	
Position Status: <b>non-rotational</b>	

### II. Background: EU High Level Policy Advice Mission to Moldova

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. Organizational Context

Under the overall supervision of the UNDP Deputy Resident Representative and the Mission's Chief Advisor the Administration Officer will be responsible for the day-to-day management of the mission activities. He/she will be primarily responsible for the appropriate use of project's inputs towards the achievement of its main objectives in line with European Union and UNDP rules of procurement, recruitment, and financial management. The Administration Officer will coordinate the work of his/her local support team.

### IV. Functions / Key Results Expected

Key responsibilities:

- I. Ensure adequate monitoring and evaluation tools, including work-plans, reports, field visits etc. in place in line with EU and UNDP rules and procedures;
- II. Develop and implement the Mission's internal rules of procedure (internal control framework) while ensuring the administration of project inputs in accordance with EU and UNDP regulations; Manage the project's inputs to ensure the delivery of results envisaged by the project work-plan;
- III. Ensure compliance with monitoring and reporting guidelines by producing relevant operational and financial reports according to the rules and procedures of EU and UNDP;
- IV. Lead, coordinate work of, and evaluate mission's administrative support staff;
- V. Advise the UNDP Senior Management and Chief Adviser on all aspects related to the Mission's management;

- I. Ensure adequate monitoring and evaluation tools, including work-plans, reports, field visits etc. in place in line with EU and UNDP rules and procedures;

Closely working with the Chief Adviser (CA) of the Mission, the incumbent will be overall responsible for development/adjustment and implementation of all work related tools, including monitoring and evaluation in accordance with programmatic procedures and requirements of EU and UNDP.

- II. Develop and implement the Mission's internal rules of procedure (internal control framework) while ensuring the administration of project inputs in accordance with EU and UNDP regulations; Manage the project's inputs to ensure the delivery of results envisaged by the project work-plan;

The incumbent will be responsible for the mission's business processes mapping in cooperation with the EU and UNDP Country Offices and establishment of internal Standard Operating Procedures in Mission Finance, Human Resources Management, Procurement, Logistical and ICT services, Results Management. Related to this, the incumbent will constantly monitor and analyze the administrative environment, apply quick readjustments as required, providing adequate expertise on legal considerations and risk assessment.

- III. Ensure compliance with monitoring and reporting guidelines by producing relevant operational and financial reports according to the rules and procedures of EU and UNDP;

Under guidance and supervision of the CA with inputs from all advisers, members of the Mission, the administration officer will be in charge for compilation of regular progress and final operational and financial reports. On financial reporting, the incumbent will make sure the mission is in compliance with all corporate rules and regulations of EU and UNDP in the field of financial planning, expenditures tracking, reporting and auditing.

IV. Lead, coordinate work of, and evaluate mission's administrative support staff;

Under this category the incumbent will ensure compliance with corporate human resources policies and strategies under EU and UNDP HR procedures; will be responsible for monitoring and achievement of optimal staffing of the Mission. The incumbent will also oversee the recruitment processes and performance management systems ensuring link of job design with recruitment, performance management; ensures practical and effective work arrangements;

V. Advise the UNDP Senior Management and Chief Adviser on all aspects related to the Mission's management;

The incumbent will provide advice and counselling to UNDP CO and EU Delegation on all aspects of management, including provision of advice on strategies, policies and plans affecting Mission administration, delivery of practice advisory, knowledge and learning services.

## V. Impact of Results

A good management of the mission will have a positive impact on the quality of the Technical Advice provided to the Government of Moldova. The demonstrated corporate commitment will contribute to UNDP's well positioning as a capacity development provider in front of the beneficiaries and the donors. This will implicitly lead to the consolidation of UNDP Programme in Moldova

## VI. Competencies

### Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; treats all people fairly without favoritism;
- Ability for planning and establishing priorities, coordinating and monitoring the work of others, and delegating responsibility where appropriate;
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Excellent communications, organizational and management skills in a complex multi-stakeholder environment; strong oral and written communication skills;
- Demonstrates openness to change and ability to manage complexities;
- Leads teams effectively and shows mentoring as well as conflict resolution skills;
- Has the ability to handle effectively multiple tasks without compromising quality, team spirit and positive working relationships;
- Remains calm, in control and good humored even under pressure;
- Good knowledge of ATLAS system and MS Office software.

## VII. Recruitment Qualifications

Master's degree preferably in public administration, business

Education:	administration, economics or related field; formal training and certification (similar to PRINCE2) in project management is desired;
Experience:	<ul style="list-style-type: none"> <li>- At least 7 years of progressive relevant experience in programme administration, preferably in a UNDP execution context, with excellent hands-on experience of administration management, of which at least the last two years with UNDP;</li> <li>- Excellent knowledge of UNDP all administrative rules, regulations, procedures (including finance, procurement, asset mgt, contracting, human resources, general services, etc) best practices and related documentation is a must;</li> <li>- Previous experience and knowledge of EC regulations is a strong advantage;</li> </ul>
Language Requirements:	Fluency in English (written and spoken). Working knowledge of Russian and/or Romanian is an advantage.