



## PROGRAMME/ADMINISTRATIVE ASSISTANT

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<b>Location:</b>	Chisinau, MOLDOVA
<b>Vacancy Type:</b>	External
<b>Application Deadline:</b>	10 March 2010
<b>Type of Contract:</b>	Service Contract, SC-7
<b>Languages Required:</b>	Romanian, English, Russian,
<b>Starting Date:</b> (date when the selected candidate is expected to start)	1-April-2010
<b>Duration of Initial Contract:</b>	1 year
<b>Expected Duration of Assignment:</b>	1 year, renewable

### Background

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UNIFEM Sub-regional office for the Commonwealth of Independent States (CIS SRO) has been actively working in Moldova since early 2003 and extended continuous support through various programmes and activities aimed at creating an enabling environment for gender equality, recognized as a prerequisite for sustainable development with a strong and active policy on gender equality. In Fall 2009, UNIFEM has successfully mobilized additional financial support from Swedish International Development Cooperation Agency (Sida) to continue its efforts in the country on promoting gender equality and women's advancement with the focus on implementation of gender equality legislation, Convention on Elimination of All Forms of Discrimination (CEDAW) and other gender equality legislative and policy obligations of the state.

Through a participatory process, a joint programme with UNDP-Moldova has been elaborated: Integrated Local Development Programme (ILDP) for 2010-2012. The ILDP has been implemented by UNDP since 2006 with the aim to facilitate the process of decentralization in the country. UNIFEM will focus on mainstreaming gender equality and women's human rights into all program areas, including policy, regional and local development as a part of this joint effort.

Drawing upon Moldovan and global expertise in facilitating local self-governance and community-led development, UNDP and UNIFEM will jointly implement ILDP that provides knowledge-based policy advice at central and regional levels coupled with a scaled up community-level intervention that aims to integrate local authorities into regional and community level development processes. Not only will ILDP deepen engagement with current targeted communities and local authorities, ILDP will seek to lay a foundation for regional and community-led development in selected rayons and communities in target region/regions of Moldova.

At the central level and in targeted region and areas, UNDP and UNIFEM will help to strengthen legal and regulatory frameworks and to streamline local administrative procedures and systems. There will be a particular emphasis on a draft framework for the effective delegation of authority to LPAs, fiscal decentralization to deliver essential services, and promotion of a greater role for women in decision-making bodies. Secondly, UNDP and UNIFEM will build the capacities of targeted LPAs to plan, implement programmes and services and monitor their success, with greater citizen participation. Paired with this, programme will support greater community and civil society participation in the development and implementation of local development plans and regional strategies. UNDP and UNIFEM will work to develop the capacities of local NGOs to play more influential roles in local and regional development planning, programme implementation and monitoring.

Implementation of Gender Component of ILDP is based on three interrelated outcomes/levels of intervention: work at the policy, institutional and regional/local level. With the overall aim to ensure effective programme implementation, UNIFEM plans to hire a **Programme/Administrative Assistant**, based in Chisinau, Moldova to support the work of the International Programme Manager and Programme Analyst to ensure effective overall programme implementation.

## Duties and Responsibilities

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Programme/Administrative Assistant will work under the direct supervision and guidance of International Programme Manager and Programme Analyst with the overall aim to support timely and synergetic implementation of the Gender Component of ILDP in line with the Programme document and as a contribution to the UNIFEM CIS Sub-regional Strategy 2008-2013 (SRS) that specify how the corporate UNIFEM Strategic Plan 2008-2013 (SP) will be implemented in the CIS sub-region.

More specifically, the Programme/Administrative Assistant will perform the following tasks:

Ensure effective support to the **programme implementation**, focusing on achievement of the following results, primarily in the areas of:

- Providing daily support on timely preparation and execution of programme approved workplans;
- Providing substantive inputs to the preparation of programme reports;
- Assisting in monitoring the progress in implementation throughout the programme timeline;
- Assisting in promoting human rights based and gender-responsive governance at central and local levels;
- Providing thoroughly researched information and reports on existing situation necessary for guiding Programme implementation, development of workplans and budgets, etc.;
- Assisting in organizing and supporting technical assistance, monitoring and evaluation missions and subcontracted programme activities, including drafting ToRs for all programme subcontractors;
- Leading in actual documentation of programme experiences and good practices;
- Collecting and gathering required information, data for programme activities/initiatives throughout the programme phase.

Ensure efficient **financial administration and operational support**, focusing on achievement of the following results:

- Assisting in managing the programme financial matters;
- Preparing and modifying programme budgets, implementing control mechanism for budget monitoring, preparing annual and monthly expenditure plans for submission to UNIFEM CIS SRO
- Maintain accurate financial records of the programme in line with UNDP/UNIFEM rules and regulations;
- Preparing and submitting financial requests to the UNIFEM CIS SRO with complete package of supporting documents in line with the UNDP/UNIFEM rules and regulations and in close partnership and support from the programme's Administrative Assistant;
- Assisting in administering operation of the office in accordance with UNDP/UNIFEM rules and regulations;
- Ensure the maintenance of a filing system, reports or other documentation related to the administrative matters of the Programme in hard and electronic formats;
- Assisting in managing human resources of the programme as per UNDP/UNIFEM rules and regulations.

Ensure facilitation of **knowledge building and sharing** focusing on the achievement of the following:

- Assisting in coordinating the exchange of information internally and between the programme partners;
- Ensuring maintenance of the programme filing system in hard and electronic formats and provision of inputs to UNIFEM CIS Intra and UNIFEM CIS and HQ web-sites;
- Providing required substantive and administrative support in organizing / conducting variety of programme activities and events;
- Supporting other programme-related activities as required by programme management.
- Providing other support as required by the programme management.

## Competencies

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### Corporate Competencies

- Demonstrates integrity by modelling the UN's values and ethical standard;
- Promotes the vision, mission, and strategic goals of UNDP/UNIFEM;
- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability;
- Treats all people fairly without favouritism.

## Functional Competencies

### *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.

### *Development and Operational Effectiveness*

- Proven ability to problem-solve and think creatively to develop and implement smart business solutions in a challenging socio-economic environment;
- Proven ability to develop detailed operational plans, budgets, and deliver on them for development results.

### *Knowledge Management and Learning*

- Shares knowledge and experience;
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

## Required Skills and Experience

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### **Education:**

- University degree in development related field.

### **Experience:**

- Minimum 3 years of progressively responsible programme and finance experience is required at the national or international level;
- Proven record of good relationships and experience of collaborative activities with the national partners.

### **Language Requirements:**

- Fluency in Romanian and Russian and Good (intermediate and above level) knowledge of English

### **Personal qualities:**

- Attentiveness, accuracy with finance documents, good communication skills, Initiative and sound judgment, team player, self-motivation;
- Ability to work harmoniously with persons of different nationalities and cultural background issues.

### **Skills:**

- Good computer skills in Windows environment, knowledge of Internet communications and command of MS Office applications (Word, Excel, PowerPoint) is required

## Application Process

Interested persons should submit their application letters and duly completed Personal History Form (P11) with the mark “**Programme/Administrative Assistant (JILDP Moldova)/UNIFEM Vacancy**” **by 10 March 2010, 17:00 (Moldova time)** to Natalia Galat, UNIFEM CIS at [natalia.galat@unifem.org](mailto:natalia.galat@unifem.org).

Only those short listed will be contacted.

Failure of candidates to submit a duly completed P11 form, as well as false representations on this form, shall constitute sufficient grounds for withdrawal of further consideration of the application. All information provided in the P11 form will be treated as strictly confidential.