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UNITED NATIONS DEVELOPMENT PROGRAMME

I. Position Information

Job Code Title:	Programme Associate
Type of Contract:	Service Contract
Level of Post:	SC6
Supervisor:	ARR(P) and direct supervisor
Duration:	Six months with possible extension
Duty Station:	UNDP Office, Tehran-Iran

II. Organizational Context

Under the overall guidance of the ARR(P) and direct supervisor of designated supervisor if applicable, the Programme Associate ensures effective delivery of the CO programme by entering and managing data and supporting programme implementation consistent with UNDP rules and regulations.

The Programme Associate may be required to supervise clerical and support staff of the Programme Unit. Under the guidance of ARR(P) the Programme Associate works in close collaboration with the operations, programme and projects' staff in the CO and UNDP HQs as required for resolving complex finance-related issues and exchange of information.

III. Functions / Key Results Expected

Summary of Key Functions:

- Support to formulation of programme strategies and implementation of the Country Programme Action Plan
- Support to management of the CO programme
- Administrative support to the Programme Unit
- Support to resource mobilization
- Facilitation of knowledge building and knowledge sharing

1. Supports formulation of **programme strategies and implementation of the Country Programme Action Plan** focusing on achievement of the following results:

- Collection, analysis and presentation of background information for preparation of CCA, UNDAF, CPD, CPAP, effective application of RBM tools and establishment of management targets (BSC).
- Presentation of background information for formulation of country programme, draft

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project documents, work plans, budgets, proposals on implementation arrangements.
<p>2. Provides effective support to management of the CO programme focusing on the achievement of the following results:</p> <ul style="list-style-type: none"><input type="checkbox"/> Creation of a project in Atlas, preparation of required budget revisions, revision of project award and project status, determination of unutilized funds, operational and financial close of a project.<input type="checkbox"/> Provision of guidance to the executing agencies on routine implementation of projects.<input type="checkbox"/> Presentation of information for audit of NEX projects, supports implementation of audit recommendations.
<p>3. Provides administrative support to the Programme Unit focusing on achievement of the following results:</p> <ul style="list-style-type: none"><input type="checkbox"/> Review of NIM projects Financial Reports; preparation of non-PO vouchers for development projects.<input type="checkbox"/> Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas.<input type="checkbox"/> Timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers.<input type="checkbox"/> Creation of requisitions in Atlas for development projects, register of goods receipt in Atlas.<input type="checkbox"/> Making budget check for requisitions, POs and vouchers.
<p>4. Supports resource mobilization focusing on achievement of the following results:</p> <ul style="list-style-type: none"><input type="checkbox"/> Analysis of information on donors, preparation of donor's profile.<input type="checkbox"/> Track and reporting on mobilized resources. Review of contributions agreement, managing contributions in Atlas.
<p>5. Ensures facilitation of knowledge building and knowledge sharing in the CO focusing on achievement of the following results:</p> <ul style="list-style-type: none"><input type="checkbox"/> Organization of trainings for the operations/ projects staff on programme.<input type="checkbox"/> Synthesis of lessons learnt and best practices in programme.<input type="checkbox"/> Sound contributions to knowledge networks and communities of practice.

IV. Impact of Results

The key results have an impact on the overall performance of the Programme Unit and success in implementation of programme strategies. Accurate analysis, data entry and presentation of information ensure proper programme implementation.

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V. Competencies and Critical Success Factors

Functional Competencies:

Advocacy/Advancing A Policy-Oriented Agenda

Level 1.1: Support the preparation of information for advocacy

- Identifies relevant information for advocacy for a variety of audiences

Results-Based Programme Development and Management

Level 1.1: Contributing to results through provision of information

- Provides information and documentation on specific stages of projects/programme implementation
- Provides background information to identify opportunities for project development and helps drafting proposals

Building Strategic Partnerships

Level 1.1: Maintaining information and databases

- Analyzes general information and selects materials in support of partnership building initiatives
- Maintains databases of donor information
- Tracks and reports on mobilized resources

Innovation and Marketing New Approaches

Level 1.1: Implementing processes and uses products

- Documents and tracks innovative strategies/best practices/new approaches
- Responds positively to new approaches

Resource Mobilization (Field Duty Stations)

Level 1.1: Providing information for resource mobilization strategies

- Maintains information/databases on potential and actual donors
- Maintains database of project files
- Provides data and information needed for preparation of project documents

Promoting Organizational Learning and Knowledge Sharing

Level 1.1: Basic research and analysis

- Researches best practices and poses new, more effective ways of doing things

Job Knowledge/Technical Expertise

Level 1.1: Fundamental knowledge of processes, methods and procedures

- Understands the main processes and methods of work regarding to the position

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- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments
- Demonstrates in-depth understanding and knowledge of the current guidelines and project management tools, and utilizes these regularly in work assignments

Global Leadership and Advocacy for UNDP’s Goals

Level 1.1: Research and analysis

- Identifies relevant information for advocacy for UNDP’s goals for a variety of audiences

Client Orientation

Level 1.1: Maintains effective client relationships

- Reports to internal and external clients in a timely and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Responds to client needs promptly

Core Competencies:

- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others. **Promoting learning and knowledge management/sharing is the responsibility of each staff member.**
- Informed and transparent decision making

VI. Recruitment Qualifications	
Education:	Secondary Education, preferably with specialized certification in Accounting and Finance. University Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences would be desirable, but it is not a requirement.
Experience:	6 years of progressively responsible administrative or programme experience is required at the national or international level. 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 English and Persian, both in written and spoken.