



United Nations Development Programme

JOB DESCRIPTION

I. Position Information

Post Title: **Programme Associate**
Post Number: ICS-6
Organizational Unit: UNDP/RBA/Mozambique
Supervisor: Programme Manager CPR/E Unit

II. Organizational Context

Under the overall guidance of the Programme Manager and supervision of the Programme Specialist/Risk Reduction/Environment, the Programme Associate ensures effective delivery of the CO Crisis Prevention programme by entering and managing data and support programme implementation and promotes a client-oriented approach consistent with UNDP rules and regulations.

The Programme Associate coaches the support staff of the Crisis Prevention Programme Team. The Programme Associate works in close collaboration with the other programme units, with operations, and project teams in the CO and UNDP HQs staff for resolving complex programme-related issues and information delivery.

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 programmes
- Administrative support to the Crisis Prevention Team
- Support to the implementation of resource mobilization strategy
- Facilitation of Knowledge building and knowledge sharing, guidance to the IPs on financial management matters

1- Support to formulation of programme strategies, and implementation of the Country Programme Action Plan focusing on achievement of the following results:

- Collection, assistance to analysis and presentation of background information for preparation of CCA, UNDAF, CPD and CPAP, effective application of RBM tools and establishment of management targets (BSC).
- Compilation of background information for formulation of country programme, draft of project documents, work plans, proposals on implementation arrangements.

- 2-** Provides effective support to management of the CO programmes, focusing on the achievement of the following results:
- ❑ 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 project.
 - ❑ Keeps up-dated knowledge as to changes in UNDP programme and project budgeting and accounting.
 - ❑ Provision of guidance to the executing agencies on routine implementation of projects and budgeting/accounting rules and procedures.
 - ❑ Support to the project monitoring visits and support Mid-term and Final evaluation missions.
 - ❑ Support to the PO to compile regular reports (pie charts, graphs, etc.) on programme delivery and resource allocation to facilitate the M&E coordination.
 - ❑ Presentation of information for audit of NEX projects supports implementation of audit recommendations

- 3-** Provides administrative support to the Programme, focusing on achievement of following results:
- ❑ Review of NEX projects Financial Reports and UNDP DEX payments; preparation of non PO vouchers for development projects.
 - ❑ Proper planning, expenditures tracking and audit of financial resources in accordance with UNDP rules and regulations.
 - ❑ Maintenance of the internal expenditures control system that ensures that vouchers processed are matched and completed; transactions are correctly recorded and posted in ATLAS.
 - ❑ Proposes and develops automated solutions regarding financial and, particularly, project budget monitoring. This includes: ad-hoc data entry for the construction interim what-if scenarios, production of information on year-to-date amounts of UNDP, ISS, GMS and ASLs exposure and control of balances of UNDP Support Cost ref. TTFs and CO-finance funding.
 - ❑ Support to the production and the analysis of finance managerial information such as: programme and projects financial reports, including analysis of income, expenditure. Monitoring and up-date of financial data relating to the budget allotments. Support to the timely production of all required HQ's reports and to the preparation of all required reports and project delivery reports. Support to the financial analysis and clearance of project budget and revision proposals within Atlas system.
 - ❑ Timely corrective actions on unspotted vouchers, including the vouchers with budget check errors, match exceptions in Atlas for development projects; register of goods receipt in Atlas.
 - ❑ Making budget check for requisitions, POs and vouchers.
 - ❑ Reporting on programme deliveries

- 4-** Support resource mobilization focusing on achievement of the following results:
- ❑ Compilation of information on donors, preparation of donor's profile and database, establishment of contacts with donor counterparts.
 - ❑ Track and reporting on mobilized resources. Review of contributions agreement, managing contributions in Atlas.

IV. Impact of Results

The key results have an impact on the overall MV performance of the Crisis Prevention Programme Team and success in implementation of programme strategies. Accurate analysis, data entry and presentation of information ensure proper programme implementation. Non-implementation of necessary actions due to untimely or inadequate analysis of scenarios may lead to financial losses. Failure to monitor resources can lead to a slowdown in project operations.

V. Competencies

Corporate Competencies:

- ❑ Demonstrates commitment to UNDP's mission, vision and values;
- ❑ 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 Management, including support to design, planning and implementation of programme, managing data, reporting;
- ❑ Ability to provide input to business process re-engineering, implementation of new system, including new IT based systems;
- ❑ Good knowledge of Results Management Guide and Toolkit.

Leadership and Self-Management

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

VI. Recruitment Qualifications

Education:	Secondary Educations, preferably with specialized certification in Accounting and Finance. University degree in Business or Public Administration, Economics, Political or Social Sciences would be desirable, but it is not a requirement
Experience:	5 to 6 years of relevant administrative or programme experience is required. 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 Portuguese (written and spoken) required.