



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

### I. Position Information

Job Code Title: **Programme Associate**  
Position Number: **00000915**  
Department: **Poverty Reduction Unit (PRU)**  
Reports to: **ARR/ Unit Chief**  
Position Status: *(Rotational/non-Rotational)*

Current Grade: **ICS 6**  
Approved Grade: **ICS 6**  
Position Classified by:  
Classification Approved by:

### II. Organizational Context

Under the overall guidance and direct supervision of Unit Manager, the Programme Associate ensures effective delivery of the UNDP Country Office (CO) programme by entering and managing data and supporting programme implementation consistent with UNDP rules and regulations.

The Programme Associate works in close collaboration with the operations programme and projects' staff in the CO and projects and especially with the Programme Analysts of the Poverty Reduction Unit as required for supporting the programme delivery and exchange of information.

### III. Functions / Key Results Expected

Summary of key functions:

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

1. Supports formulation of **programme strategies and new projects 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 CO framework documents including such as CCA, UNDAF, CPD, CPAP; support to effective application of results-based management tools and establishment of management targets.
- Presentation of background information for formulation of country programme, work

plans, budgets, proposals on implementation arrangements.

2. Provides effective support to **management of the CO programme (projects/ programmes under Poverty Reduction Unit)** 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 a project.
- Provision of guidance to the implementing agencies on routine implementation of projects.
- Review of projects' financial and substantive reports and helping Programme Analyst to prepare projects budget into ATLAS. Presentation of information for audit of projects supports implementation of audit recommendations.
- Timely provision of relevant financial reports from ATLAS to projects/ programmes for timely verification.
- Undertake preliminary check of the project IPOA request and advance settlement.
- Support Programme Analysts in updating project risk/ issue logs and to monitor the quality of project data dashboards and notify relevant Programme Analysts for appropriate actions.

3. Provides **administrative support to the Poverty Reduction Unit** focusing on achievement of the following results:

- Assistance in arranging appointments, organizing meetings and travels, minutes of the PRU meeting taking and following up actions monitoring, and drafting correspondence.
- Updating and maintaining the counterpart and partner contact list for the Unit.
- Maintaining filing and archiving.
- Review of NIM projects Financial Reports; Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas.
- Timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers.
- Creation of requisitions in Atlas for development projects, register of goods receipt in Atlas.
- Making budget check for requisitions, POs and vouchers.
- Represent PRU for undertaking Spot Check Monitoring as and per required.
- Draft/Translate English-Lao-English related project document as per assigned by Programme Analyst and or Unit Manager

4. Supports **resource mobilization** focusing on achievement of the following results:

- Analysis of information on donors.
- Track and reporting on mobilized resources. Review of contributions agreement and follow-up of contributions (cost-sharing) agreements.
- Maintenance of the donor reporting system ensuring timely reporting to donors.

5. Ensures **facilitation of knowledge building and knowledge sharing** in the CO focusing on achievement of the following results:

- Synthesis of lessons learnt and best practices in Poverty Reduction programme.
- Updating of project factsheets and other public information material.
- Sound contributions to CO newsletter and website, UNDP knowledge networks and communities of practice.

## IV. Impact of Results

The key results have an impact on the overall performance of the Poverty Reduction Unit and success in implementation of programme strategies. Accurate analysis, data entry and presentation of information ensure proper programme implementation. A client-oriented and efficient approach impacts on the image of UNDP in the country.

## 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 processes re-engineering, implementation of new system, including new IT based systems
- Ability to analyse problems carefully and logically

#### Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Contributes effectively in team-based activities
- 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 and follow-up

#### Communication

- Writes and speaks English and Lao clearly
- Listens actively, acknowledging and responding constructively to other points of view

## VI. Recruitment Qualifications

Education:

Secondary Education/Bachelor degree, preferably with specialized certification in accounting, finance or administration. University Degree in Business or Public Administration, Economics, Political Sciences, Social Sciences or Environment would be desirable, but it is not a requirement.

Experience:	<ul style="list-style-type: none"> <li>• At least 5 to 6 years of progressively responsible administrative or programme/project experience is required at the national or international level.</li> <li>• Experience in the usage of computers and office software packages (MS Word, Excel, etc).</li> <li>• Experience in handling of web based management systems would be desirable.</li> </ul>
Language Requirements:	Fluency in English and Lao.

<b>VII. Signatures- Post Description Certification</b>		
Incumbent		
Name	Signature	Date
Supervisor		
Name / Title	Signature	Date
Head of Programme		
Name / Title	Signature	Date