



UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

I. Position Information

Job Code Title : **Programme Associate**
Department: Governance Unit
Pre-classified Grade: ICS-6
Supervisor: UNDP Assistant Resident Representative (Governance) and
UNCDF Programme Specialist
Post number: 00004291

II. Organizational Context

Under the overall supervision of the UNDP ARR (Governance) and UNCDF Programme Specialist, the Programme Associate will have day to day interaction with relevant Programme Officers. The Programme Associate ensures effective delivery of the CO/UNCDF programme by entering and managing data and supporting programme implementation consistent with UNDP-UNCDF rules and regulations.

The Programme Associate works in close collaboration with the operations, programme and projects' staff in the CO and UNDP - UNCDF 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 United Nations Development Assistance Framework Action Plan (UNDAF Action Plan) and UNDP Country Programme
- Support to management of the CO/UNCDF programme/projects
- Administrative support to the Governance Programme Unit and projects as required
- Support to resource mobilization
- Facilitation of knowledge building and knowledge sharing

1. Supports formulation of **programme strategies and implementation of the UNDP Country Programme and UNDAF Action Plan** focusing on achievement of the following results:
 - Preparation of background information for formulation of country programme, work plans, budgets, proposals on implementation arrangements.
 - Preparation of (field) missions from international and local partners as well as consultants.

2. Provides effective support to **management of the CO programme** 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 executing agencies on routine implementation of projects.
- Presentation of information for audit of NIM project, supports implementation of audit recommendations.
- Undertaking field visits to project sites to provide advice on administrative and financial management to project teams.

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

- 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.
- Checking and updating UNCDF Inventory List (PSB) and ensuring the project inventory lists are updated and maintained by all projects under portfolio

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

- Analysis of information on donors and following up on donor requests in a timely manner,.
- Track and reporting on mobilized resources. Review of contributions agreement, managing contributions in Atlas.

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

- Organization of trainings for the operations/ projects staff on programme.
- Synthesis of lessons learnt and best practices in programme.
- 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.

V. Competencies and Critical Success Factors

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
- Prince2 training and certification, Results Management Guide (RMG)

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
- 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

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:	Minimum 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 Lao.

VII. Signatures- Job Description Certification

Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name /title,;	Signature	Date
Chief Division/Section		
Name/title:	Signature	Date