



UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

I. Position Information

Job Code Title: **Programme Assistant**
Pre-classified Grade: ICS-5
Supervisor: Team Leader in each programme unit

II. Organizational Context

Under the direct supervision of the Team Leader of the programme unit, the Programme Assistant provides programme support services ensuring high quality, accuracy and consistency of work.

By assuming responsibility for supporting projects in the management of financial resources, the Programme Assistant becomes the focal point for ensuring compliance with UNDP financial rules and procedures. The incumbent works in close liaison with the project staff to ensure efficient delivery of programme services on the part of the Country Office for effective attainment of programme/project objectives. The fundamental requirements for the incumbent's performance shall be efficiency and service orientation reinforced by corporate accountability for results and effective use of programme resources.

III. Functions / Key Results Expected

Summary of Key Functions:

1. Support to project finance management
2. Support to project implementation and monitoring
3. Provide administrative support to the Programme Unit
4. Supports financial management of cost sharing and TF projects
5. Support to knowledge building and knowledge sharing

1. Provide effective support to **management of project finance** focusing on the achievement of the following results:

- Preparation of budget revisions based on the approved workplans and justification letter from projects, and enters them in ATLAS; monitors project budgetary commitments and disbursements;
- Checking of Requests for Direct Payment (RDP) of projects against the approved workplan: accuracy of budget lines, availability of funds, validity of the approving signature, completeness of supporting documents and compliance with proforma costs for processing by the Finance Unit and enters in ATLAS;
- Verification of quarterly financial projections against the approved workplans; checks

Financial Report of projects on a quarterly basis.

2. Provides effective support to **project implementation and monitoring** focusing on the achievement of the following results:

- Creation of project budgets in Atlas, revision of project award and project status, determination of unutilized funds.
- Participates in the preparation of annual and quarterly project workplans; monitors implementation of planned activities to provide regular feedback on output delivery and due liquidation of commitments to the Unit colleagues for necessary management action;
- Assist in organizing Project Board and Project Appraisal Committee meetings;
- Participation in programme, project related meetings and seminars
- Monitoring visits to project offices on a regular (quarterly) basis and participates in field trips to project sites, when required;
- Presentation of information for audit of NEX projects.
- Facilitation of operational and financial closure of projects in line with UNDP POPP and NEX procedures; ensures all official documents are prepared and kept in the project files for further archiving.

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

- Creation of non-PO vouchers for development projects.
- Maintenance of the internal expenditures control system including 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 with no staff, register of goods receipt in Atlas.
- Checking budget availability for requisitions, POs and vouchers.
- Generation of annual Combined Delivery Reports.
- Facilitates consultancy and other missions by arranging meeting schedules, coordinating logistical support, collecting reference documents/papers; maintains records thereof and assists in the publication and dissemination of reports and other outputs of the missions.
- Represents the CO in project personnel recruitment process when and where the responsibility is delegated by programme analysts or team leader.
- Maintains all project related documentation in the office.

4. Supports **financial management of cost sharing and TF projects** focusing on achievement of the following results:

- ❑ Preparation of contributions agreement to ensure consistency and compliance to UNDP's global CS and TF arrangements.
- ❑ Managing contributions in Atlas through monitoring of the status of cost sharing and trust fund receipts via continual communication with UNDP HQs, preparation of AR pending items, application of deposits against prepared pending items.
- ❑ Follow-ups with the HQs the issue of timely submission of certified financial statements for CS and TF projects to the donors
- ❑ Updates of records on CS and TF installments in accordance with the agreement and keeping the CO management and Team Leader informed of donor reporting schedules.

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

- ❑ Participation in the trainings for the operations/ projects staff on programme.
- ❑ Contributions to knowledge networks and communities of practice.

IV. Impact of Results

The key results have an impact on the overall CO efficiency in and quality of programme implementation and programme financial management.

A client-oriented and efficient approach impact on the image of UNDP in the country.

V. Competencies and Critical Success Factors

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 standard tasks related to Results Management, including screening and collecting of programme/ projects documentation, projects data entering, preparation of revisions, filing, provision of information
- Ability to provide input to business processes 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 a positive, constructive attitude
- Remains calm, in control and good humored even under pressure

Prince2 training and certification, RMG

VI. Recruitment Qualifications

Education:	University Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences.
Experience:	3 to 5 years of relevant 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 knowledge of spreadsheet and database packages, experience in handling of web based

	management systems.
Language Requirements:	Fluency in English and Mongolian.

VII. Signatures- Job Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date