# JOB DESCRIPTION

## I. Position Information

| **Position Title:** Programme Assistants (2 Posts) | **Duty Station:** Dili, Timor-Leste |
| **Grade:** SB3 (~GS-5) | **Type of Contract:** Service Contract |
| **Duration:** 1 year, extendable | |
| **Expected Start date:** 19 November 2018 | |
| **Reports to:** Programme Specialist, WPS/ Programme Officer, Violence Prevention | **Application deadline:** 16 October 2018 |

## II. Organizational Context

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

Under the overall guidance of the Head of Office and direct supervision of Programme Specialist, WPS/ Programme Officer, Violence Prevention, the Programme Assistant provides programme support services ensuring high quality, accuracy and consistency of work.

The Programme Assistant works in close collaboration with the operations, programme and project staff in the CO and UN Women Regional Office as required to exchange information and support programme delivery.

## III. Functions / Key Results Expected

**Summary of Key Functions:**
- Support to formulation of programme strategies and the Country Programme Action Plan
- Support to management of the CO programme
- Administrative support to the Programme Unit
- Support to resource mobilization
- Support to knowledge building and knowledge sharing
1. Supports **formulation of programme strategies and the Programme Action Plans** focusing on achievement of the following results:
   - Collection, analysis and presentation of information for identification of areas for support and programme formulation/implementation.
   - Provision of inputs to development of background materials and other relevant reports and documentation

2. Provides effective support to **management of the Country Programme** focusing on the achievement of the following results:
   - Creation of project in Atlas, preparation of budget revisions, revision of project award and project status, determination of unutilized funds, operational and financial closure of a project.
   - Presentation of information for audit of NEX project
   - Provide inputs and assist in analysing budget gaps for the preparation of programme briefs.
   - Review narrative and financial report for accuracy of information, review FACE forms and invoices.
   - Support monitoring of project implementation, including through budget monitoring and data collection.

3. Provides **administrative support to the Programme Unit** focusing on achievement of the following results:
   - Preparation 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, register of goods receipt in Atlas
   - Making budget check for requisitions, POs and vouchers
   - Ensure logistics are properly undertaken pertaining to organisation/coordination of workshops, seminars, events and other activities; prepares relevant budgets and participants lists
   - Preparation of minutes, drafting correspondence related to programme implementation, and provision of translation/interpretation as required.

4. Supports **resource mobilization** focusing on achievement of the following results:
   - In coordination with Programme Officer, review of contributions agreement & managing contributions in Atlas
   - Provision of inputs to UN Women and donor reports, when needed

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 and other related areas
   - Provide trainings to partners on FACE forms, filing, financial management.
• Contributions to knowledge networks and communities of practice through monitoring and updating of knowledge products, communications and outreach, and strategic partnerships.

IV. Impact of Results

Accurate data entry and financial information have an impact on the quality and implementation of the UN Women programme. A client-oriented and efficient approach impact on the image of UN Women in the country.

V. Competencies and Critical Success Factors

Corporate Competencies:
- Demonstrates commitment to UN Women’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 Based Management

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

VI. Recruitment Qualifications

Education: Secondary Education preferably with specialized certification in Accounting and Finance. University Degree in Business or Public Administration, Law, Economics, Political Sciences and Social Sciences would be desirable, but it
is not a requirement.

| Experience: | 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: | o Strong writing and communication skills in English  
   o Fluency in Tetum  
   o Knowledge of Portuguese or Bahasa Indonesia is an advantage |