



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

### I. Position Information

Job Code Title: Sr. Project Assistant  
Department: CDC/HIV Office  
Reports to: Project Coordinator  
Activity Code:  
Type of Contract: UNDP Service Contract

Current Grade:  
Approved Grade: SC6  
Position Classified by: UNDP HRU

### II. Organizational Context

Under the supervision of the direct supervisor, the Sr. Project Assistant will maintain a smooth flow of work in accordance with changing priorities, co-ordinate and implement office procedures and provides support to implementation services ensuring high quality of work, ensure accurate, timely and properly recorded/documented service delivery. The Sr. Project Assistant promotes a client, quality and result-oriented approach.

The Sr. Project Assistant works in close collaboration with the Operations, Programme and Project staff based in PR and SRs to ensure consistent service delivery.

### III. Functions / Key Results Expected

1. Monitor and manage staff attendance, collect/prepare standard monthly staff reports, get appropriate approvals and dispatch to UNDP for payment of salaries, follow up with PR on payment of salaries,
2. Maintain appropriate level of staff records as required and as per GF/UNDP standards,
3. Assist in preparation of staff TORs with close coordination with the Project Manager and HR Unit in UNDP,
4. Assist in preparation of project reports
5. Assist in preparing quarterly bulletins on the National/GFATM supported activities;
6. Provide information to project team concerning various requests, departmental policies, programs and services;
7. Maintains calendar of project events, scheduling/making necessary arrangements for staff training sessions, travel, conferences, meetings and coordinate usage of meeting facilities;
8. Petty cash payments;
9. Assist the team in acting as a liaison between departments in the SR organization, UNDP (HR, Procurement, Program and Finance), SSRs, etc. as requested by the supervisor.
10. Ensure follow up with SSRs/other implementing partners' on timeliness and efficient implementation of project activities in line with the approved work plan.
11. Assist to monitor indicators for the Global Fund Project and implementing the National Monitoring and Evaluation Plan.
12. Assist to identify/follow up to build operational gaps in the field.
13. Assist SSRs/other implementing partners in developing TORs, outlines of technical reports on project activities, etc.
14. Attend Committees/Working Groups as requested by the supervisor and report accordingly.
15. Presentation of background information for formulation of draft project documents, work plans, budgets, proposals on implementation arrangements.
16. Provision of guidance to SSRs on routine implementation of projects.
17. Presentation of information for audit of projects, supports implementation of audit recommendations.
18. Perform any other job-related duties as and when assigned by the direct supervisor.

#### **IV. Impact of Results**

The key results have an impact on the execution of the project administrative services in terms of quality and accuracy of work completed. Accurate data entry, presentation of information and client-oriented approach strengthens the capacity of the project office in the provision of administrative services.

#### **V. Competencies**

**Corporate Competencies:**

- Demonstrates commitment to GF'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

**VI. Recruitment Qualifications**

Education:	Secondary Education preferably with specialized certification in Public Health. University Degree in health related areas especially HIV/AIDS would be desirable, but it is not a requirement.
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 Farsi and English, both written and spoken.

## VII. Signatures Post Description Certification

Incumbent *(if applicable)*

Name	Signature	Date
Supervisor		
Name / Title	Signature	Date
Chief Division/Section		
Name / Title	Signature	Date

**Endorsed by:**

*Elzira Sagynbaeva*

*Deputy Resident Representative*

*UNDP Iran*

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*Dr. Mohamad Mehdi Gouya*

*General Director, CDC*

*Ministry of Health*

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*Dr. Marzieh Farnia*

*General Director, Health & Treatment Bureau*

*Prison Organization*

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*Dr. Hassan Ziaodini*

*General Director, Health & Nutrition Bureau*

*Ministry of Education*

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*Hedieh Khaneghahpanah*

*Project Manager, HIV/AIDS*

*UNDP Iran*

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*Dr. Mansour Ranjbar*

*Project Manager, Malaria*

*UNDP Iran*

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*Dr. Ahmad Danesh*

*Project Manager, TB*

*UNDP Iran*

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