



**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

I. Position Information

Job Code Title: Project Assistant
Department:
Reports to: Project Coordinator/Focal Point
(SSR)
Activity Code:

Current Grade:
Approved Grade: SC5
Position Classified by: Harmonization WG

II. Organizational Context

Under the supervision of the direct supervisor, the 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 Project Assistant promotes a client, quality and result-oriented approach.

The 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. Assist in preparation of staff TORs with close coordination with the Project Manager and HR Unit in UNDP,
3. Assist in preparation of project reports
4. Maintain appropriate level of staff records as required and as per GF/UNDP standards,
5. Provide general administrative assistance to the project team;
6. Arrange meetings, prepares minutes and distribute information as required;
7. Draft correspondence/Minutes of Meetings in Farsi and English;
8. Devise and maintain office systems to deal efficiently with paper flow, organization and storage of paperwork, documents and computer-based information;
9. Documents management, handle telephone calls (incl. taking messages), handle mails (incl. e-mails);
10. Assist in preparing quarterly bulletins on the National/GFATM supported activities;
11. Provide information to project team concerning various requests, departmental policies, programs and services;
12. Greet visitors, ascertain nature of business, assist and direct visitors to appropriate staff;
13. Maintains calendar of project events, scheduling/making necessary arrangements for staff training sessions, travel, conferences, meetings and coordinate usage of meeting facilities;
14. Assist in preparation of agendas/documents for meetings, conferences, or events;
15. Plan and make logistical arrangements for contract related workshops, training programmes and other events as assigned by the supervisor..
16. Assist in data gathering / entry;
17. Petty cash payments;
18. 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.
19. Ensure follow up with SSRs/other implementing partners' on timeliness and efficient implementation of project activities in line with the approved work plan.
20. Assist to monitor indicators for the Global Fund Project and implementing the National Monitoring and Evaluation Plan.
21. Assist to identify/follow up to build operational gaps in the field.
22. Assist SSRs/other implementing partners in developing TORs, outlines of technical reports on project activities, etc.
23. Attend Committees/Working Groups as requested by the supervisor and report accordingly.
24. 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 Project Management. University Degree in Management or Public Administration, or Social Sciences 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

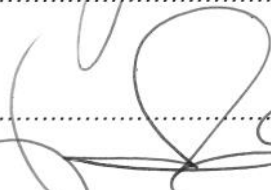
Name / Title Signature Date

Endorsed by:


Elzira Sagynbaeva
Deputy Resident Representative
UNDP Iran

 4.08.10

Dr. Mohamad Mehdi Gouya
General Director, CDC
Ministry of Health

 Gouya

Dr. Marzieh Farnia
General Director, Health & Treatment Bureau
Prison Organization

 Farnia


Dr. Hassan Ziaodini
General Director, Health & Nutrition Bureau
Ministry of Education



Hedieh Khaneghahpanah
Project Manager, HIV/AIDS
UNDP Iran

H. Khaneghahpanah  July.25.2010

Dr. Mansour Ranjbar
Project Manager, Malaria
UNDP Iran

 July 2010

Dr. Ahmad Danesh
Project Manager, TB
UNDP Iran

 July/27/2010