



UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

I. Position Information

Job Code Title: Programme Associate - Monitoring and Evaluation Programme Support
Duration : Initially for one year
Type of Contract: Fixed Term Appointment
Grade: GS6
Supervisor : Head of Programme Support Unit (PSU)

II. Organizational Context

Under the overall guidance and direct supervision of the Head of PSU, the Programme Associate– M&E Programme Support facilitates execution of programme finance services ensuring effective and transparent utilization of resources and integrity of services. The incumbent promotes a client-oriented approach consistent with UNDP rules and regulations.

The incumbent works in close collaboration with the programme in the CO and UNDP HQs staff for resolving complex programme-related issues and information delivery.

III. Functions / Key Results Expected

Summary of Key Functions:

1. Provides support to formulation and implementation of programme strategies, adapts processes and procedures, supports management and M&E of the CO programme and provides troubleshooting and advisory services
2. Provides support to CO Programme Management for Information dissemination, PSU's database and Audit Exercise
3. Support to the creation of strategic partnerships and implementation of the resource mobilization strategy
4. Administrative support to the Programme Support Unit
5. Facilitation of knowledge building and knowledge sharing

1. Provides support to **formulation and implementation of programme strategies, adapts processes and procedures, supports management of the CO programme and provides troubleshooting and advisory services** to the Programme and Project teams

focusing on achievement of the following results:

- ❑ Contribute to researched information for preparation and review of UNDAF.
- ❑ Contribute to researched information for formulation of country programme document and action plan (CPD & CPAP).
- ❑ Contribute to pipeline development and project appraisals (review of project documents' drafts, work plans, budgets, proposals on implementation arrangements, etc).
- ❑ Focal point for the implementation the CO's evaluation plan (e.g. Project Evaluation, Outcome Evaluations, ADR)
- ❑ Provide support to development projects in planning and developing annual targets.
- ❑ Follow up on performance indicators/ success criteria, targets and milestones of CPAP.
- ❑ Conduct monitoring site visits of development projects as required.
- ❑ Follow up on management responses and recommendations of evaluations with regular updates of ERC.
- ❑ Reviews project progress reports with the purpose of monitoring project progress and delivery.
- ❑ Follows up on the implementation of recommendations from site visits, consultation meetings, etc.
- ❑ Analysis of the situation in project implementation, identification of operational and financial problems, development of solutions.
- ❑ Review of Project Dashboard/IWP updates through regular meetings with Programme staff. Provide guidance and track the use/ update of RBM tools (IWP, BSC, ROAR).
- ❑ Supports the closing process of the projects.
- ❑ Supports the development or update of NIM Manual, standard operating procedures, guidelines, checklists, templates and business processes in programme and project management.

2. Provides support to **CO Programme Management for Information dissemination, PSU's database and Audit Exercise** focusing on achievement of the following results:

- ❑ Reviews programme data of development projects on the UNDP Iran website.
- ❑ Assists in updating programme data for missions and ad hoc corporate update requirements such as the CO under Microscope/SCAN/RUM exercise.
- ❑ Supports the redesign of sharepoint as PSU's data repository. Upon completion of the sharepoint will monitor regular updates by programme units.
- ❑ Monitors updates of Programme related vital records for Business Continuity Plan
- ❑ Supports the implementation of internal or NIM audit exercise.
- ❑ Supports the implementation of internal audit recommendations on programme related issues.

3. Provides support in **creation of strategic partnerships and implementation of the resource mobilization strategy** focusing on achievement of the following results:

- Assist in the implementation of the CO partnerships and resources mobilization strategies.
- Assists in the preparation of donor reports.
- Assist in the review of potential cost-sharing agreements and ensure compliance with corporate guidelines

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

- Maintain records on M&E reports
- Acts as alternative e-requisition approver for programme related projects
- Creation of proposal and projects in Atlas.
- Backstop other members of PSU

5. Ensures **facilitation of knowledge building and knowledge sharing** with focus on achievement of the following results:

- Resource person for training to programme and project staff on M&E (e.g. preparing reports, planning, etc) as well as other programme and project management areas.
- Research good practices on various networks/COPs to present and share information with implementing partners.
- Synthesis of lessons learnt and best practices in programme.
- Advise staff on accessing corporate guidelines, policies and procedures relevant to project implementation and management
- Provision of guidance to the implementing partners on NIM guidelines.
- Sound contributions to knowledge networks and communities of practice.

IV. Impact of Results

The key results have an impact on the overall CO efficiency in programme and success in implementation of programme strategies. Accurate analysis and presentation of information enhances UNDP position as a strong development partner. The information provided facilitates decision making of the management.

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
- Considers opportunities for learning as incentives to undertake challenges

Development and Operational Effectiveness

- Ability to perform a variety of specialized tasks related to Results Management, including support to design, planning and implementation of programme, managing data, reporting.
- Ability to extract, interpret and analyze data and resolve operational problems
- Ability to plan and organize work
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems
- Good understanding of the principles important development approaches and issues e.g. Human Rights Based Approach, Participatory Approach, Gender Equality, Managing for Development Results, etc.

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
- Demonstrates openness to change and ability to manage complexities
- Demonstrates initiative and able to work with minimum supervision
- Strong team spirit with a committed and responsible attitude

VI. Recruitment Qualifications

Education:	Requirement: Completed Secondary Education. Not a requirement but desirable: <ul style="list-style-type: none"> • University degree • Received trainings in development areas such as Gender Mainstreaming, Results-based Management, Results Oriented Reporting, etc.
Experience:	6 years of progressively responsible programme or project 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 Farsi. Excellent writing skills. Strong Communications skills.

