



UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

I. Position Information

Job code title: **Programme Associate - Programme Support in Resource Management**
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 incumbent facilitates execution of programme finance services ensuring effective and transparent utilization of resources and integrity of services. The Programme Associate promotes a client-oriented approach consistent with UNDP rules and regulations.

The incumbent works in close collaboration with Programme and Operations teams in the CO and UNDP HQ for resolving programme and operations-related issues.

III. Functions / Key Results Expected

Summary of Key Functions:

1. Facilitates CO programme resources management and implementation and provides Troubleshooting and Advisory Services to the Programme and Operations teams
2. Support to the formulation of programme strategies and the Country Programme Action Plan as well as the management of the CO programme.
3. Provides support to CO Programme Management for Information dissemination, PSU's database and Audit Exercise
4. Support to the implementation of CO's resource mobilization strategy
5. Administrative Support to PSU
6. Facilitation of knowledge building and knowledge sharing

1. Facilitates CO programme **resources management and implementation** and provides **troubleshooting and advisory services** to the Programme and Operations teams, focusing on achievement of the following results:
 - Maintain records of resources, according to sources of funding including TRAC, DSS, DAS, government and third-party cost-sharing and Trust Funds such as GEFGF,MP and

<ul style="list-style-type: none"> • other TTFs • Assist in preparing regular monthly delivery forecasts and other reports on resources through Atlas and close consultation with Programme Staff • Maintain records of pipeline projects and monitor resource allocation • Review budget revisions of projects to ensure all components of the budget revision process are in order (all development projects and management projects as required) • Assist in the quarterly review of GMS and ISS collection • Weekly Cash balance review of development projects. • Provides advisory support to ensure Atlas roles are within Internal Control Framework • Advise staff on accessing corporate guidelines, policies and procedures relevant to project implementation and management • Liaise with Atlas Support Desk with a view to assist staff in addressing Atlas related problems. • Contributes to the work of Operations on financial dashboard and end year financial closure (e.g. weekly review of cost-sharing apportionment and to ensure prevention of cost sharing deficits through Atlas reports)
<p>2. Provides support to the formulation of programme strategies and the Country Programme Action Plan as well as the management of the CO programme.</p> <ul style="list-style-type: none"> • Assist in the collection and presentation of information during the process of UNDAF, CPD and CPAP preparation. • Revision of project award and project status in Atlas, determination of unutilized funds, • Facilitates the operational and financial closure of a project.
<p>3. Provides support to CO programme management, information dissemination, PSU's database, and audit exercise focusing on achievement of the following results:</p> <ul style="list-style-type: none"> • Assists in the regular updating of CO NIM Manual and preparation of templates/checklists. • Reviews financial data of development projects on the UNDP Iran website • Monitors of updates financial vital records/info of Projects for Business Continuity Plan. • Supports the redesign of sharepoint as PSU's data repository. Upon completion of the sharepoint will monitor regular updates by programme units. • Updates the PSU database on sharepoint. • Assists in updating financial data of development projects and programme for missions and ad hoc corporate update requirements such as the CO under Microscope/SCAN/RUM exercise. • Assist in the NIM audit exercise (selection or renewal of contract, preparation of audit plan and action plan, submissions and followup etc) • Maintain records and follow up on action plans of NIM audit • Conduct site visits to project offices to verify the progress of NIM Audit Action Plans and the status of operational issues of projects. •
<p>4. Support to the implementation of CO's resource mobilization strategy</p> <ul style="list-style-type: none"> • Preparation of donor's profile and database of contributions received, establishment of contacts with donor counterparts. • Track and support the preparation of reports on mobilized resources. • Assist in the review of potential cost-sharing agreements and ensure compliance with corporate guidelines
<p>5. Administrative Support to PSU</p> <ul style="list-style-type: none"> • Maintains of PSU Master Files (inclusion of major documents and milestone recording in the files at all times) • Prepare budget revisions for DAS and DSS funds, • Assist in the data clean-up process in ATLAS (data quality audit) • Creation of requisitions in Atlas for PSU related projects (e.g. DAS and DSS), register of goods receipt in Atlas.

- Budget check of PSU related requisitions
- Acts as the alternative approver of e-requisitions from operations related projects
- Acts as the alternative ARGUS requester
- Backstop other members of PSU

6. Ensures **facilitation of knowledge building and knowledge sharing, guidance** focusing on the achievement of the following results:
- Guidance to the implementing partners on NIM guidelines, routine implementation of projects, tracking use of financial resources.
 - Provide training to Project staff on UNDP administrative and NIM reporting, in particular, on budgetary issues.
 - 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, smooth running of finances 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

Development and Operational Effectiveness

- Ability to perform a wide range of varied, inter-related complex financial services
- Ability to extract, interpret and analyze data and resolve operational problems
- Ability to work with minimum supervision
- Ability to plan and organize work
- Sound knowledge of financial rules and regulations, accounting
- Strong IT skills
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems

Interpersonnel skills 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
- Responds positively to feedback and differing points of view

VI. Recruitment Qualifications

Education:	Secondary Education completed. University degree would be desirable, but it is not a requirement
Experience:	6 years of progressively responsible 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 advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.
Language Requirements:	Fluency in Farsi and English languages

VII. Signatures- Job Description Certification

Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name Yassmine Shahrabaki PSU Associate	Signature	Date
Chief Division/Section		
Name Elzira Sagynbaeva	Signature	Date