



UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

I. Position Information

Job Code Title: Programme Associate
Position Number/ Grade: 00000996 - G-7
Supervisor : DRR

II. Organizational Context

Under the guidance and direct supervision of the Deputy Resident Representative, the Programme Associate provides leadership in management/execution of UNDP programme within the thematic/sectoral areas assigned. supports the design, planning and management of the country programme by supporting formulation, management and evaluation of programme activities within his/her portfolio

The Programme Associate supervises and leads the support staff of the Programme Unit, coordinates activities of the projects' staff. The Programme Associate works in close collaboration with the operations, programme and project teams in the CO, programme staff in other UN Agencies, UNDP HQs staff and Government officials, technical advisors and experts, multi-lateral and bi-lateral donors and civil society ensuring successful UNDP programme implementation.

III. Functions / Key Results Expected

Summary of Key Functions:

- Implementation of programme strategies, adapts processes and procedures.
- Support to management of the CO programme
- Support the creation of strategic partnerships and implementation of the resource mobilization strategy
- Provision of policy advice services to UNDP national counterparts, and facilitation of knowledge building and management

1. Ensures **implementation of programme strategies, adapts processes and procedures** focusing on achievement of the following results:

- Presentation of thoroughly researched information for preparation of CCA, UNDAF, CPD, CPAP, effective application of RBM tools and establishment of management targets (BSC). Establishment of the mechanisms to track use of RBM tools and maintenance of RBM database.
- Identification of areas for support and interventions within the thematic/sectoral areas

<p>assigned</p> <ul style="list-style-type: none"> ❑ Implementation of the CO partnerships and resources mobilization strategies, preparation of reports.
<p>2. Provides effective support to management of the CO programme within the thematic/sectoral areas assigned focusing on quality control from formulation to implementation of the country programme achieving the following results:</p> <ul style="list-style-type: none"> ❑ Effective application of RBM tools, establishment of management targets (BSC) and monitoring achievement of results. ❑ Design and formulation of CO programme within the area of responsibility, translating UNDP's priorities into local interventions. Coordination of programme implementation with the executing agencies. Introduction of performance indicators/ success criteria, cost recovery, targets and milestones. ❑ Initiation of a project, presentation of the project to PAC, entering project into Atlas (in small offices), finalization of contribution agreement; determination of required revisions; coordination of the mandatory and budget re-phasing exercises, closure of projects through review. Programme Analyst can perform functions of Manager Level 1 in Atlas for POs and vouchers approval, participates in recruitment processes for projects. ❑ Financial and substantive monitoring and evaluation of the projects, identification of operational and financial problems, development of solutions. Participation in audit of NEX projects. ❑ Follow up on audit recommendations. All exceptions are timely reported. ❑ Aggregate reports are regularly prepared on activities, outputs and outcomes. Preparation of donor reports.
<p>3. Ensures creation of strategic partnerships and implementation of the resource mobilization strategy in cooperation with the Management Support and Business Development Team focusing on achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Development of partnerships with the UN Agencies, IFI's, government institutions, bi-lateral and multi-lateral donors, private sector, civil society in the specific thematic areas based on strategic goals of UNDP, country needs and donors' priorities. ❑ Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for initiation of new projects, active contribution to the overall office effort in resource mobilization.
<p>4 . Ensures provision of top quality advisory services and facilitation of knowledge building and management focusing on achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Identification of sources of information related to policy-driven issues. Identification and synthesis of best practices and lessons learnt directly linked to programme country policy goals. ❑ Support to development of policies and institutions that will address the country problems and needs in collaboration with the Government and other strategic partners. ❑ Sound contributions to knowledge networks and communities of practice. ❑ Organization of trainings for the operations/ projects staff on programme issues.

IV. Impact of Results

The key results have an impact on the success of country programme within specific areas of cooperation. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching resource

mobilization targets.

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 variety of specialized tasks related to Results Management, including support to design, planning and implementation of programme, managing data, reporting.
- 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
- Demonstrates openness to change and ability to manage complexities

Prince2 training and certification, RMG

VI. Recruitment Qualifications

Education:	University Education, or equivalent, preferably with specialized certification in Accounting and Finance. University Degree in Business or Public Administration, Economics, Political or Social Sciences would be desirable, but it is not a requirement.
Experience:	3 to 5 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 the UN and national language of the duty station.

VII. Signatures- Job Description Certification

Incumbent *(if applicable)*

Name	Signature	Date
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Supervisor

Name	Signature	Date
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Chief Division/Section

Name	Signature	Date
Ramanathan Balakrishnan		

How to Apply?

Interested applicants should send their C.Vs the email address: libya.hr@undp.org, please mention the (Programme Associate) at the subject of the email. **Closing date for receiving applications is 04 March 2010.**