



United Nations Assistance Mission for Afghanistan (UNAMA)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No.	12/05/2017
Post Title	Programme Management Assistant
Level	GL-6 (Fixed-Term)
Organizational Unit	Human Rights Unit
Location	Kabul HQ
Number of post	01
Issuing Date	23/05/2017
Closing Date	06/06/2017

Important note: UNAMA will only accept properly completed and signed Personal History Form (P.11) received before closing date. **CVs or Resumes** will not be considered nor will late submissions after closing date.

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Chief of Unit/Programme Manager the Programme Management Assistant will assist in the planning, implementation and evaluation of programme/project related activities; such as coordination of programme/project planning and preparation; taking necessary action to ensure timely completion of project documents, assisting in the monitoring and evaluation of programmes/projects; collaborating with programme/project managers on performance reporting; assisting in the preparation and analysis of programme/project budget proposals:

Major Duties and Responsibilities:

- Assists in the coordination of programme/project planning and preparation; monitors status of programme/project proposals; takes necessary action to ensure project documents are completed and submitted to relevant parties for approval;
- Assists in the monitoring and evaluation of programmes/projects; categorizes, updates, tracks and analyses data related to programmes/projects including: accounting records, outputs, resources utilized, deviations/revisions, etc; carries out regular and periodic status reviews, identifies issues and initiates requisite follow-up actions; prepares revised budget estimates; reports on budget revisions, expenditures and obligations, verifies availability of funds; ensures necessary approval and entry in computerized budget system; initiates financial authorizations for expenditures;
- Collaborates with programme/project managers on performance reporting; liaises with relevant parties on the interpretation of the activities/services and various planning instruments such as internal work plans; provides assistance on reporting requirements, guidelines, rules and procedures and ensures completeness and accuracy of data submitted;
- Assists in the preparation and analysis of programme/project budget proposals; provides assistance in the interpretation of budget guidelines; reviews and coordinates submissions of programme proposals and budget estimates, ensuring that requisite information is included and justified in terms of proposed activities; proposes adjustments as necessary; prepares reports and ensures that outputs/services are properly categorized.
- Drafts programme/project summaries, coordinates review and clearance process and coordinates with editor, translation services, etc. on finalization and publication of reports;
- Coordinates the publication of information communications products and advisory materials including a variety of public reports

- Serves as focal point for coordination, monitoring and expedition of programme/project implementation activities involving extensive liaison with a diverse organizational units to initiate requests, prepares standard terms of reference against programme/project objectives; obtains necessary clearances, processes and follow-up on administrative and logistical actions and resolves issues related to project implementation, e.g. Recruitment and appointment of personnel/consultants/interpreters, travel arrangements, organization of and participation in training/study tours, authorization of payments, disbursement of funds, procurement of equipment and services etc.
- Prepares, maintains and updates records/files (electronic and paper) and internal databases; designs and generates a variety of periodic and ad hoc reports, statistical tables, graphic content, and other background materials/notes to facilitate inspection and other reviews;
- Researches, compiles, analyses, summarizes, and presents basic information/data on specific programmes/project and related topics;
- Drafts correspondence and communications related to all aspects of programme/project administration, including work plan and budgets, revisions and other related issues, as well as prepares unit contributions for a variety of period reports;
- Ensures timely disbursement of funds to project managers;
- Provides guidance and training to new/junior staff;
- Maintains and certifies administrative data and records for time and attendance, performance appraisal, etc.
- Performs other duties as assigned;

QUALIFICATIONS AND EXPERIENCE

Education: High School Diploma or equivalent is required. Additional technical training in secretarial, administration, office management or other relevant field is an advantage.

Experience: A minimum of five (05) years of progressively responsible experience in programme or project administration, technical cooperation or related area is required.

Languages: Fluency in written and oral English and Pashtu/Dari is required.

Special measure:

The minimum work experience for GL-6 is reduced to 5 year, instead of the standard minimum requirement work experience of 7 years. The special measure approved by the Office of Human Resources Management (OHRM)-UNHQ, until 31 May 2017, reduces the minimum required years of relevant work experience for filling positions for UNAMA General Service and National Professional Officer positions. The special measure is applicable to all applicants.

UN CORE VALUES AND COMPETENCIES

Professionalism: Shows persistence when faced with difficult problems or challenges. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Integrity: Demonstrates the values of the United Nations in daily activities and behaviours; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; takes prompt action in cases of unprofessional or unethical behaviour.

Respect for Diversity: Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making; examines own biases and behaviours to avoid stereotypical responses; does not discriminate against any individual or group.

Teamwork: Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from

others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

Accountability: Takes ownership of all responsibilities and honours commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

APPLICATIONS

Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and forward the duly completed signed P.11 copy by e-mail to: unamava_substantive@un.org

Required documents: Serving UN staff members: The two most recent e-Performance Evaluation Reports must be submitted with the application.

For External applicants: Two most recent performance evaluation reports or if not available, two reference letters. If the applications received do not contain the latest two performance evaluation reports candidates must provide a short explanation as to why they are not available.

Applicants should indicate VA Number and Post Title on the email subject line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number and Post Title in the email subject line and after the closing date of the VA. Incomplete P.11 will not be accepted.

Please note that any information provided on the P.11 form will be considered binding.

The selected candidates will be subject to a reference checks process to verify the information provided in the P.11 form.

Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the VA.

Qualified female candidates are highly encouraged to apply

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.