



UNODC

United Nations Office on Drugs and Crime

Regional Office for the Middle East and North Africa

I. Position Information

Job Code Title:	Programme Associate
Contract Type	Service Contract, SB-3
Duration of contract:	9 months (renewable upon satisfactory performance and availability of funds)
Supervisor:	National Project Officer
Deadline for Application:	Monday, 31 October 2016

II. Organizational Context

Within the Regional Programme for the Arab States to Prevent and Combat Crime, Terrorism and Health Threats and Strengthen Criminal Justice Systems in Line with International Human Rights Standards (2016-2021), UNODC is implementing a project on “EGYX49: Supporting Measures to Combat Corruption and Money Laundering and to Foster Asset Recovery in Egypt” to be managed by the UNODC Regional Office for Middle East and North Africa (ROMENA).

Under the overall guidance of ROMENA Regional Representative, and the direct supervision of the National Project Officer as first reporting officer and the Head of the Programme Coordination and Analysis Unit as second reporting officer, the Programme Associate shall provide programme support services ensuring high quality, accuracy and consistency of work.

The Programme Associate works in close collaboration with ROMENA staff in Cairo, the UNODC Programme Offices in the MENA region and UNODC Headquarters as required to exchange information and support programme delivery.

III. Purpose of the assignment

The incumbent will assist in the provision of technical and administrative services related to programme implementation in Egypt, primarily those related to anti-corruption. The incumbent may also be involved in the implementation of other UNODC projects in the MENA region, if required and as time allows. The Programme Associate will carry-out the following general tasks:

- Participate in the implementation of the project in accordance with its main objectives/outcomes and in full compliance with the UNODC relevant rules and regulations.
- Research, compile and develop information and reference material from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.,

- Initiate and finalize budget revisions, work plans, inventory lists, notes to the file, etc. to facilitate the implementation and monitoring of project activities;
- Provide support to the project on aspects related to expenditures monitoring/verification and the preparation of payment requests in UNODC administrative systems;
- Contribute to developing a filing system for projects, and maintain filing accordingly;
- Organize national conferences, meetings, seminars and workshops held within or outside of Egypt, and travel to the events' location if needed;
- Prepare travel plans and organize traveling dates for various missions of the UNODC anti-corruption team, and other staff as required. Prepare and forward authorizations to travel agents to issue air tickets, request payment of Daily Subsistence Allowances (DSAs) and terminal expenses, and determine appropriate budget lines;
- Prepare any document needed for consultants' contract and follow up on payment requests of their fees as per their terms of reference;
- Prepare all the necessary payment requests in UNODC administrative systems (Umoja and Field Office Management Ledger) and follow up with UNDP Country Offices on project expenditures and payments;
- Draft correspondence, contribute to project documents, send out faxes, schedule appointments for missions, etc.
- Plan and organize procurement of goods and services required for the project, ensure compliance with, and verify, regulations and procedures to be applied when procuring goods or services. Follow up with suppliers and expeditors to ensure timely delivery;
- Assist the National Project Officer in overseeing administrative support activities to ensure that they are completed in a timely manner and in line with UN rules and regulations;
- Perform any other duties as required.

IV. Impact of Results

Smooth implementation of UNODC activities on programme.

V. Competencies and Critical Success Factors

Professionalism: Good knowledge of the mandates, priorities and operational modalities of UNODC, especially in the area of anti-corruption. Good analytical and problem solving skills, including ability to identify and contribute to the solution of problems/issues; sound judgment and political sensibility.

Teamwork: Good interpersonal skills and ability to establish and maintain effective partnership and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender.

Planning and 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;

Communications: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed;

Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

VI. Recruitment Qualifications

Education and Experience:	<ul style="list-style-type: none">• University degree in Business, Public Administration, Project Management or related field• 5 years of progressively responsible administrative or programme experience is required at the national or international level.• Work experience with the United Nations or similar international organisations is desirable.• Work experience with the Umoja financial management system is desirable.
Other desirable skills:	Experience in the use of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages; experience in handling web-based management systems.
Language Requirements:	<ul style="list-style-type: none">• Excellent written and oral English and Arabic languages.

Interested candidates should submit their duly filled P.11 form* and a cover letter explaining why they think they are the best candidate for the position to hr.egypt@unodc.org by **close of business Monday, 31 October 2016, writing in the subject line the title of the position.**

*P.11 form can be downloaded through:

<http://www.eg.undp.org/content/dam/egypt/docs/Vacancies/P11form.doc>

Only short-listed candidates will be contacted