



UNODC

United Nations Office on Drugs and Crime

Regional Office for the Middle East and North Africa

I. Position Information

Job Code Title:	Programme Assistant
Contract Type and Grade:	Service Contract, SB-3
Duration of contract:	12 months (renewable depending on funding availability and incumbent's performance)
Duty Station:	Cairo, Egypt
Supervisors:	Regional HIV Adviser
Deadline for application:	6 May 2017
Duty Station:	Cairo, Egypt

II. Organizational Context

The Regional HIV Adviser who is responsible for the overall coordination and implementation of the technical assistance project entitled: "HIV/AIDS Prevention, Care, Treatment and Support in Prison Settings in the MENA Region" will be first reporting officer and the Regional Programme Coordinator at the Regional Office for the Middle East and North Africa (ROMENA) will be second reporting officer for the incumbent, under the overall supervision of the UNODC Regional Representative for the Middle East and North Africa. This project aims to enhance the operational capacity of the governments of Egypt, Morocco, and Tunisia, to address the issue of HIV in prison settings.

External contacts:

The work of the incumbent entails dealing with external contacts from different UN agencies and other counterparts inside and outside the duty station.

III. Purpose of the assignment

The Programme Assistant will provide broad project support functions involving a set of interlinked but distinct tasks of project assistance, administrative support, meetings organization, and secretarial support. In particular, the incumbent will be required to:

- Assist in all administrative matters relating to the organization of meetings, training seminars, accommodation, workshops and conferences, including participants' travel and administrative arrangements, negotiating and securing meeting venues and setting up meetings.
- Support the relevant Assistant/Officers at ROMENA in raising purchase orders, and organize travel and DSAs of all participants/staff, processing and reimbursement of the travel and other claims, follow-up of outstanding payment at the regional and in programme offices, and other related financial assistance tasks.

- Support the conducting of procurement processes, including sourcing, drafting of bidding documents, compilation of offers and preparing cases for approval by relevant Officers at ROMENA
- In accordance with the UN rules, procedures and standards, maintain the operational, financial and administrative records for project monitoring and reporting purposes and work closely with other support staff at Regional Headquarters and country level.
- Assist in the preparation of correspondence, reports and documents as requested and organize both incoming and outgoing correspondence.
- Arrange and maintain a calendar of appointments and prepare travel plans for missions by project team.
- Liaise with UNDP on administrative and financial matters.
- Assist in the preparation of conferences, meetings, trainings, project and budget revisions.
- Perform any other tasks as may be assigned by the HIV Team.

VI. Competencies and Critical Success Factors

Professionalism: Substantive experience in administrative functions (e.g., administrative and budget programme), familiarity with the relationship between business objectives and operations;

Commitment to continuous learning: Initiative and willingness to learn new skills;

Communication: Ability to write in a clear and concise manner and communicate effectively orally;

Teamwork: Good Interpersonal skills, ability to work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity;

Technological awareness: Extensive knowledge and practical experience in operations relating to administration and accounts, sound computer skills (Excel, Microsoft Word, PowerPoint, etc.);

Planning, organizing and managing performance: Sound organizational skills and time management skills, ability to prioritize own work programme and to work independently or with minimum supervision, ability to deliver assignments in a timely manner.

V. Recruitment Qualifications

Education and Experience:	<ul style="list-style-type: none"> • Bachelor in public administration, management or related areas is required. • A minimum of five years progressive experience including at least three years in the field of administrative services, finance and accounting or related fields is required. • Knowledge of various administrative procedures of the United Nations system is desirable and/or previous work experience in an international organizations. • Work experience with the Umoja financial management system is desirable.
Other desirable skills:	<ul style="list-style-type: none"> • Excellent drafting skills for routine correspondence and proficiency in Excel, Word, PowerPoint in a LAN environment is required.
Language Requirements:	<ul style="list-style-type: none"> • For the position advertised fluency in English and Arabic, i.e. oral and written proficiency, is required. • Knowledge of French is an advantage.

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 Saturday, 6 May 2017, writing in the subject line the title of the position.**

Only short-listed candidates will be contacted