CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

VACANCY ANNOUNCEMENT

TERMS OF REFERENCE

**Functional Title of Post**: Programme Assistant  
**Classified Level of Post**: SB3  
**Programme/Project Title**: South Africa Migration Management (SAMM) Project  
**Programme/Project Number**: XASAC5  
**Organizational Location**: Regional Office for Southern Africa (ROSAF)  
Division for Operations (DO)  
United Nations Office on Drugs and Crime (UNODC)  
**Duty station**: Pretoria, South Africa  
**Duration**: 1 Year (Extension subject to availability of funds and incumbent’s performance)

**Organizational Setting and Reporting Relationships:**
The post is located in the UNODC Regional Office for Southern Africa (ROSAF) in Pretoria. The incumbent will work under the overall guidance of the ROSAF Regional Representative and the direct supervision of the ROSAF Crime Prevention and Criminal Justice Officer, and in close cooperation with the ROSAF project team and Programme Management Unit.

**Duties and Responsibilities:** Within assigned authority, the incumbent will be responsible for providing programme administration support to the implementation of the South Africa Migration Management (SAMM) Project. S/he will be responsible for the following duties:

- Assist in the coordination of programme/project planning and preparation work; monitor status of programme/project proposals and receipt of relevant documentation for review and approval.
- Compile, summarize, and present basic information/data on specific programmes/project and related topics or issues.
- Review project documents especially cost plans/budgets, for completeness and compliance with relevant rules and procedures prior to submission for final approval and signature; identify inconsistencies; distribute project documents to relevant parties upon approval.
- Review budget revisions; verify availability of funds; ensure necessary approval and entry in computerized budget system.
- Serve as focal point for administrative coordination of programme/project implementation activities, involving extensive liaison with diverse organizational units to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, e.g. recruitment.
and appointment of personnel, travel arrangements, training/study tours, authorization of payments, disbursement of funds, procurement of equipment and services, etc.

- Compile, summarize and enter data on project delivery; draft related status reports, identifying shortfalls in delivery, budget overruns, etc., and bring to the attention of management.
- Draft correspondence on administrative and budget-related issues, and prepare and update periodic reports, briefing notes, graphic and statistical summaries, accounting spreadsheets, etc.
- Provide general office assistance; respond to complex information requests and inquiries; review, log and route incoming correspondence; set up and maintain files/records; organize meetings, workshops; handle routine administrative tasks, such as maintaining attendance records, assessing telephone billing, etc.
- Perform relevant functions in UMOJA
- Provide guidance/training to new/junior staff.
- Generate a variety of standard statistical and other reports, work orders, etc.
- Perform other work-related duties as assigned.

Work implies frequent interaction with the following:
Staff in related organizational units across UNODC, including ROSAF, visitors and representatives from Permanent Missions, UN Common System and other international organizations including SADC and COMESA, NGOs, etc.

Results Expected: Provides reliable administrative coordination of programme/project planning and preparation activities and general office support services. Processes work and requisite follow-up accomplished under some supervision, seeks advice from and/or reporting to supervisor as needed. Accurately prepares reports. Consistently applies appropriate policies, guidelines and procedures. Effectively and in a timely manner, liaises and interacts with colleagues and concerned parties internally and externally.

Core Competencies:

- **Professionalism** – Has knowledge of general office and administrative support including administrative policies, processes and procedures. Has knowledge of processes and procedures related to programme/project administration, implementation and evaluation, technical cooperation, programming and budgeting. Is able to work well with figures, undertake basic research and gather information from standard sources. Has demonstrated ability to apply good judgment in the context of assignments given. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **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.

**Qualifications:**

**Education**: High School diploma or equivalent. *(ASAT and GGST test related requirement will be added to the Job Opening.)*

**Experience**: A minimum of five years of experience in programme or project administration, technical cooperation or related area is required. Working experience in an international organization or the United Nations system would be an asset. Experience in working with an ERP system is required, and experience in SAP/Umoja is highly desirable.

**Language**: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of Somali or another official United Nations language is an advantage.

Qualified and interested candidates can send Cover Letter, Curriculum Vitae and completed UN P11 form with the Subject line ‘*Programme Assistant- XASAC5*’ to takalani.godobedza@un.org

**Assessment**: Evaluation of applications may include a written assessment which may be followed by a competency-based interview.

These TOR’s will also be available on the UNODC website: [https://www.unodc.org/southernafrica/en/consultancies-and-opportunities.html](https://www.unodc.org/southernafrica/en/consultancies-and-opportunities.html)

Correspondence will be limited to shortlisted candidates only. UNODC reserves the right not to make an appointment.

**CLOSING DATE FOR APPLICATIONS**: 15 May 2020