**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** : Activities under Pillar II of the joint UNODC-SADC Regional Programme related to Violence against Women and Children  
**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)

**ROSTER RECRUITMENT**

**Organizational Setting and Reporting Relationships:**
The position is located at the UNODC Regional Office for Southern Africa (ROSAF) in Pretoria, South Africa. Under the overall guidance of UNODC Regional Representative and direct supervision of the National Project Officer, the Programme Assistant provides a comprehensive range of inter-related but distinct administrative support services in support of UNODC ROSAF’s projects and programme implementation. In performing administrative and financial functions, the incumbent will work in close cooperation with ROSAF Programme Management Unit, which will provide feedback to evaluation of the incumbent’s performance.

**Duties and Responsibilities:**

The Project Assistant undertakes the following tasks:

1. Assist with administrative matters relating to the organization of meetings, seminars and training, accommodation, workshops and conferences, including, but not limited to: participants' travel and administrative arrangements; negotiating and securing meeting venues.
2. Performs roles in UMOJA with the processing of travel authorization and travel claim for staff, consultants and participants with timely follow-up with finance staff on Global payment issues.
3. Provide support for project procurement initiatives, according to UN rules and procurement policies.
4. Provide administrative support for project finance and administration, in line with relevant UN rules and regulations, using relevant UNODC proprietary software applications, with tasks including, but not limited to: raising purchase orders; processing travel and other claims; preparing requests for payments and performing related functions in support of ROSAF work.

5. In accordance with the UN rules, procedures and standards, maintain project operational, financial and administrative records for monitoring and reporting purposes.

6. Provide support for preparation and regular updating of project related work, procurement and travel plans in prescribed formats.

7. Assist with the preparation of correspondence, reports and documents as requested and organize both incoming and outgoing project correspondence.

8. Assist with the updating of relevant office databases, and provide support for updating project inventory, physical verification of assets.

9. Assist with document management for optimization of the Programme (ROSAF) e-filing/manual filing system

10. Perform other duties, as required.

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

• A Matric Certificate or equivalent is required

Work Experience

• A minimum of three years progressive experience including at least three years in the field of administrative services. Previous experience in a project or donor environment is desirable. Experience in working with countries in the Southern African region will be an advantage.
• Knowledge of various administrative procedures of UNODC or the United Nations system in general would be an advantage. Knowledge of UMOJA is desirable.

Qualified and interested candidates can send Cover Letter, Curriculum Vitae and completed UN P11 form with the Subject line ‘Programme Assistant-GBV’ 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

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

N.B. Please note that the recruitment is for the Roster.

CLOSING DATE FOR APPLICATIONS: 1 May 2020