VACANCY ANNOUNCEMENT

TERMS OF REFERENCE

POSITION TITLE: Project Assistant
ORGANISATION: United Nations Office on Drugs and Crime
DUTY STATION: Lilongwe, Malawi
TYPE OF CONTRACT: Service Contract
LEVEL: SB-3
DURATION: 6 months (renewable depending on funding availability and incumbent’s performance)

ORGANIZATIONAL SETTING AND REPORTING LINES

The position is located in the UNODC Project Office in Malawi. Under the overall supervision of the Regional Programme Coordinator based in the UNODC Regional Office for Southern Africa (ROSAF), Pretoria, and direct supervision of the National Project Officer in Malawi, the Project Assistant provides a comprehensive range of inter-related, but distinct administrative, financial and procurement support services for implementation of UNODC projects in Malawi. 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 incumbent’s performance.

DUTIES AND RESPONSIBILITIES

The Project Assistant undertakes the following tasks:

1. Assist with administrative matters relating to the organization of meetings, training, workshops and conferences, including, but not limited to: participants' travel and administrative arrangements; negotiating and securing meeting venues.
2. Provide support for low value and high value procurement, according to UN rules and procurement policies.
3. Provide support for financial administration of the projects and operations of the UNODC office in Malawi, 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.
4. In accordance with the UN rules, procedures and standards, maintain project operational, financial and administrative records for monitoring and reporting purposes.
5. Provide support for preparation and regular updating of project related work, procurement and travel plans in the prescribed formats.
6. Assist with drafting of correspondence, reports and documents as requested and organize both incoming and outgoing project correspondence.

7. When requested, take minutes and/or notes of meetings.

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

9. Maintain timesheets as well as attendance and leave records of project staff.

10. Perform other duties, as required.

CORE COMPETENCIES

Professionalism – Substantive experience in administrative functions, particularly project administration, familiarity with the relationship between business objectives and operations and the ability to liaise with role players on the highest level; ability to comprehend complex processes and systems easily.

Planning and Organizing – Sound organizational skills and time management skills, ability to multi-task and prioritize own work programme and to work independently or with minimum supervision and ability to deliver assignments in a timely manner.

Commitment to continuous learning – Initiative and willingness to learn new skills.

Technological Awareness – Extensive knowledge and practical experience in operations relating to administration and accounts, sound computer skills. Proficiency in the MS Office package, specifically Word, Excel, and PowerPoint is required.

Teamwork – Good interpersonal skills, ability to work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity. Ability to function effectively in a geographically dispersed virtual team is essential.

Client Orientation – Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress and setbacks in projects; meets timeline for delivery of products and services to client.

QUALIFICATIONS

Education

• A Matric Certificate or equivalent is required
• A relevant tertiary qualification will be a strong advantage.

Work Experience

• A minimum of four years progressive experience including at least three years in the field of financial and procurement services. Previous experience in a project or donor environment would be a strong asset.
• Knowledge of various administrative procedures of UNODC or the United Nations system in general would be an advantage.

Language

• Excellent command of spoken and written English is essential

CLOSING DATE FOR APPLICATIONS: 12 March 2020

Qualified and interested candidates are requested to send their applications through the following UNDP vacancy link:

https://jobs.partneragencies.net/erecruitjobs.html?JobOpeningId=29317&hrs_jo_pst_seq=1&hrs_site_id=2