

**CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY  
VACANCY ANNOUNCEMENT****TERMS OF REFERENCE**

<b>POSITION TITLE</b>	<b>:</b>	<b>Programme Management Assistant (Human Resources and Administration)</b>
<b>ORGANISATION</b>	<b>:</b>	<b>United Nations Office on Drugs and Crime</b>
<b>DUTY STATION</b>	<b>:</b>	<b>Pretoria, South Africa</b>
<b>TYPE OF CONTRACT</b>	<b>:</b>	<b>Service Contract</b>
<b>LEVEL</b>	<b>:</b>	<b>SB-3</b>
<b>DURATION</b>	<b>:</b>	<b>12 months (renewable subject to funding availability and incumbent's performance)</b>

**1. ORGANIZATIONAL SETTING AND REPORTING LINES:**

UNODC ROSAF covers the 11 of the 16 Member States of SADC: Angola, Botswana, the Democratic Republic of the Congo, Lesotho, Malawi, Mozambique, Namibia, South Africa, Eswatini, Zambia, and Zimbabwe and support the Member States in responding challenges related to organised crime, security, effectiveness and integrity of criminal justice systems, as well as drug abuse and HIV/AIDS through strengthening capacities at the national level and promoting regional cooperation, in line with the priorities and needs of the countries concerned. In particular, it is envisioned to contribute to crime prevention measures in the region in the context of supporting a sustainable socio-economic development, which could well serve as a basis for such efforts in other regions facing similar developmental challenges. UNODC ROSAF work in the region is aligned to the Strategic Vision for Africa 2030 and UNODC Corporate Strategy 2021-2025. The regional office has Programme Office in Mozambique and Project Offices in Angola, DRC, Malawi and Zambia.

The position is located in the UNODC Regional Office for Southern Africa (ROSAF) based in Pretoria. The incumbent will form part of Programme Management Unit (PMU).

**2. FUNCTIONS****Summary of key functions**

- Administrative
- Human Resources
- Logistics
- Protocol

**DUTIES AND RESPONSIBILITIES:**

The Programme Management Assistant (Human Resources and Administration) shall undertake the following tasks:

**Human Resources:**

- Maintain proper filing system for Human Resources records and documents and taking care of personnel folders using UNODC working archive system as required.

- Review monthly biometric time attendance sheets and Lotus Notes attendance records for all personnel.
- Monitor leaves for all personnel.
- Provide support and ensure that correct guidelines are followed in the hiring of national and international consultants.
- Maintenance and regular update of ROSAF office staffing table and HR database;
- Update ROSAF organigram as and when necessary.
- In consultation with Programme and Operations Associate annually update the ROSAF Risk Register and Business Continuity Plan.
- Review and monitor all personnel for compliance on United Nations mandatory training and provide quarterly feedback.
- Prepare and Coordinate induction for newly recruited staff.
- In consultation with Human Resource Associate and Project Managers prepare ROSAF recruitment plan.
- Support the recruitment process and personnel related matters for national staff for both core office and project related appointments.
- Follow up with UNDP regarding renewal of contracts and other personnel actions.
- Update quarterly staff list and submit to UNDSS as and when required.

#### **Administrative:**

- Collect information for various UN personnel and administrative surveys.
- Assists in the organisation and preparation of staff meetings and special meetings.
- Provide logistical support in organizing meetings, seminars, trainings, workshops and conferences, as well as participants' travel and administrative arrangements.
- Maintain and handle electronic correspondence and a filing system in line with the standard UNODC ROSAF filing procedures.
- Draft official correspondence, as requested and organize both incoming and outgoing correspondence.
- Provide protocol support.
- Assists with updating of the office database.
- Perform relevant Umoja roles assigned with the approval of the Regional Representative.
- Perform any other duties as may be required by the Regional Representative and or Programme Management Unit.

#### **5. 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.

## 6. QUALIFICATIONS:

### *Education*

- Grade 12/Matric Certificate or equivalent is required.
- A relevant tertiary qualification will be a strong recommendation, but it is not a requirement.

### *Work Experience*

- A minimum of three years progressive experience including three years in the field of administrative services. Previous experience in a project or donor environment would be a strong recommendation. 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.
- Understanding of substantive matters related to the mandate of UNODC, as well as nature of UNODC implementing partners and stakeholders in Southern Africa will be an asset

Interested candidate with a relevant experience should submit the following documents to [takalani.godobedza@un.org](mailto:takalani.godobedza@un.org) with the subject line **“Programme Management Assistant (HR and Admin) SB3”** by 04 December 2022.

- 1) Cover letter and Personal History Profile (UNDP P11 Form). The Personal History Profile must include past work experience and three contactable referees with valid email and contact numbers.

Assessment: Evaluation of qualified candidates may include an assessment exercise and a competency-based interview. Short-listed applicants may be required to undergo relevant skills tests and reference checks will be done.

For technical queries, please contact Human Resources Unit by email [takalani.godobedza@un.org](mailto:takalani.godobedza@un.org).

These TORs will also be available on UNODC website:

<https://www.unodc.org/southernafrica/en/consultancies-and-opportunities.html>

UNODC/UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous group and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNODC/UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Note: Failure to submit supporting documents as specified in the advertisement will result in the application being considered as “incomplete”, therefore this will result in the disqualification of the applicant. Due to the high volume of applications, correspondence will be limited to shortlisted candidates only. UNODC reserves the right not to make an appointment.