

**CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY**

**VACANCY ANNOUNCEMENT**

**TERMS OF REFERENCE**

Functional Title of Post:	Programme and Administrative Assistant
Classified Level of Post:	SB3
Project Title:	Global Programme on Crimes that Affect the Environment, Regional Office for Southern Africa
Project Number:	GLOZ31
Organizational Location:	Regional Office for Southern Africa (ROSAAF) 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 LINES:**

This position is located in the UNODC Regional Office for Southern Africa (ROSAAF) in Pretoria, South Africa. The incumbent will work under the overall guidance of the ROSAAF Regional Representative and the direct supervision of the ROSAAF Crime Prevention and Criminal Justice Officer (Prosecution Adviser) in close cooperation with the ROSAAF project team and Programme Management Unit (PMU).

**DUTIES AND RESPONSIBILITIES:**

Within assigned authority, the incumbent will be responsible for providing administration and programme support to the implementation of a new UNODC programme in South Africa, under the Global Programme on Crimes that Affect the Environment in the Southern Africa region. S/he will be responsible for the following duties:

- Provide finance and administrative support to the programme, in line with relevant UN rules, 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; following-up on outstanding payments; and attribution of donor pledges;
- Provide support for programme procurement initiatives, according to UN rules and procurement policies;
- Assist in the coordination of programme planning and preparation work; monitor status of programme proposals and receipt of relevant documentation for review and approval;
- Compile, summarize, and present basic information/data on specific programmes and related topics or issues;
- Review documents for the programme 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 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 substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents, concept notes, information notes and presentations, reports, etc.;
- Provision of backstopping to the preparation and implementation of technical assistance activities under this programme;
- Support for the mapping and establishment of partnerships with governmental entities, local and private institutions, and any other strategic partners in the Office's project target areas;
- Participate in relevant training courses and modules to keep abreast of new developments relating to project management and operations;
- Perform relevant functions in UMOJA as assigned;
- Generate a variety of standard statistical and other reports, work orders, etc.;
- Perform other project support service duties and responsibilities including possible travels across South Africa, and the Southern Africa region, as assigned.

**Work implies frequent interaction with the following:**

Staff in related organizational units across UNODC, including ROSAF, government key stakeholders, 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 the programme 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 internal policies, processes and procedures generally and in particular those related to programme/project administration, implementation and evaluation, technical cooperation, programming and budgeting. Has understanding of the functions and organization of the work unit and of the organizational structure and respective roles of related units. 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.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility

for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

## QUALIFICATIONS:

**Education:** High School diploma or equivalent is required. University degree in administration, finance, social sciences, international relations, Economics, Development Studies, law or related area is an advantage but not a requirement.

**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 Umoja is highly desirable.

**Computer skills:** Excellent computer skills, including the usage of Office software packages (MS Word, Excel, etc.), knowledge of spreadsheet and database package, experience in handling of web-based management systems.

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

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 and administrative Assistant -SB3”** by 4 December 2022

- 1) Cover letter explaining why they think they are the best candidate for the position
- 2) Personal History Profile (UNDP P11 Form). The Personal History Profile must include past work experience and **three contactable referees with validated 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 at [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.