CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

VACANCY ANNOUNCEMENT

TERMS OF REFERENCE

POSITION TITLE : Programme Assistant
TYPE OF CONTRACT : Service Contract
LEVEL : SB-3
ORGANISATION : United Nations Office on Drugs and Crime
DUTY STATION : Pretoria, South Africa
DURATION : 7 months (renewable depending on funding availability and incumbent’s performance)

REPORTING LINES
Under the overall supervision of the Regional Representative, the Project Assistant provides a comprehensive range of inter-related but distinct administrative support services in support of UNODC ROSAF’s project and programme implementation. The incumbent of this post reports directly to the Project Office: Trafficking in Persons (TiP), however in administrative and financial matters he/she also works together with the Programme Management Unit (PMU) and other project coordinators as directed by the Regional Representative and/or the TIP SOM Project Officer.

DUTIES AND RESPONSIBILITIES
The Project Assistant is responsible for the provision of the following administrative services to the UNODC ROSAF project/programme portfolio:

1. Assisting 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; and setting-up of meetings.
2. Provide support for project procurement initiatives, according to UN rules and procurement policies.
3. Provide administrative support for project finance administration, 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.

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 prescribed formats.

6. Assist with monitoring of project expenditures; preparation of project budget revisions; preparation of donor-specific project financial reports; and ensure that pledge attributions are updated monthly and recorded accurately.

7. Support in the administration of grants including monitoring, creation of grants and release of funds.

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

9. Draft non-substantive reports, justifications, and evaluations, ensuring that spelling, punctuation and format are correct.

10. When requested, takes minutes and/or notes of meetings.

11. Assists with the updating of relevant office databases, and provide support for updating project inventory, physical verification of assets, and upkeep of the Field Office Inventory Management application.

12. Maintain timesheets as well as attendance and leave records.

13. Perform relevant UMOJA functions.

14. Perform other project support duties as assigned by the Head of the Administration Unit.

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 in a LAN environment is required. Candidates will be requested to perform a skills test related to these.

**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.

**Communication** – Ability to write in a clear and concise manner and communicate effectively orally. Excellent command of spoken and written English relevant to a business environment is essential. Knowledge of other national languages and/or other languages relevant to Southern Africa is highly desirable.

**QUALIFICATIONS, SKILLS AND INHERENT REQUIREMENTS**

**Education:**
- A Matric Certificate or equivalent is required
- A relevant tertiary qualification will be a strong recommendation.

**Work Experience:**
- A minimum of five years progressive experience including at least three years in the field of administrative services is required.
- 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 (particularly procurement and finance) 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 the nature of UNODC’s implementing partners and stakeholders in Southern Africa will be an asset.
- Computer literacy, specifically skills in MS Office is required. Knowledge of various administrative procedures of UNODC or the United Nations system in general would be an advantage.
APPLICATION REQUIREMENTS

Interested candidate with a relevant experience should submit the following documents to takalani.godobedza@un.org with the subject line “Programme Assistant TiP-SOM SB3” by 16 February 2022.

1) Cover letter and CV with three contactable referees
2) Personal History Profile (UNDP P11 Form). The Personal History Profile must include past work experience and three contactable referees.

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.

These TORs will also be available on UNODC website:

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.