

CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY**VACANCY ANNOUNCEMENT****TERMS OF REFERENCE***Ref: XASAD6/03*

POSITION TITLE	: National Project Assistant: Knowledge Management
PROGRAMME	: Activities under Pillar II of the joint UNODC-SADC Regional Programme related to Violence against Women and Children
ORGANISATION	: United Nations Office on Drugs and Crime
TYPE OF CONTRACT	: Service Contract
LEVEL	: SB2
REMUNERATION	: ZAR 195,432-220,140p.a. (excluding the additional employer pension contribution)
DUTY STATION	: Pretoria, South Africa
DURATION	: 10 months (<i>Extension subject to availability of funds and incumbent's performance</i>)

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.

Duties and Responsibilities:

The Project Assistant undertakes the following tasks:

1. Data Collection and Knowledge Management - to provide broad project support functions involving a set of inter-linked but distinct tasks related to project assistance, monitoring and evaluation, communications, administrative support.
2. Assist in administration, maintenance of a regional database of gender based criminal justice practitioners for SADC Member States;
3. Assist in the registration and tracking of all learners for gender-based violence eLearning courses and certify them accordingly. A database of learners should be updated daily, progress reports on the

analysis and certification is provided. Additional support to be provided to learners to improve capacity and certification as required.

4. Develop an annual digest of gender-based cases in the region, to showcase good practices; and to develop an annual newsletter and other publications;
5. Provide monitoring and evaluation guidance and support to the GBV programme; prepare and support reviews, workshop report and analyses; workshop administration and support;
6. Assist with the implementation of a communication strategy and related activities
7. 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. Substantive experience in administration of databases, and familiarity with the UNODC's business objectives and operations; skilled in communications of UNODC projects; undertakes 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.
- **Technological Awareness** – Extensive knowledge and practical experience in operations relating to technical support and networking; sound computer and programming skills (C#, Java Script, HTML, CSS, Excel, Microsoft Word, PowerPoint, etc.); A strong software programming background using languages such as C++, C#, ASP.NET and other languages

Qualifications:

Education

- A Bachelor degree in Administration, social science, Information Technology Computer Science, Systems Analysis and Design, Library and Information Science, Business Administration, or any related information science or information communications technology

Work Experience

- A minimum of three years progressive experience including at least three years in the field of administrative services. Previous experience in a UN 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.

Language: Language: English and French are the working languages of the United Nations Secretariat. For this position, fluency of English with excellent drafting and communication skills, is required. Knowledge of another United Nations official language is an advantage.

Interested candidate with a relevant experience should submit the following documents to takalani.godobedza@un.org with the subject line **“National Project Assistant: Knowledge Management, SB2”** by 30 May 2023

- 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 at 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.