

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

Functional Title of Post	: Programme and Administrative Associate
Classified Level of Post	: SB4
Programme/Project Title	: South Africa Migration Management (SAMM) Project
Programme/Project Number	: XASAC5
Organizational Location	: Regional Office for Southern Africa (ROSAF) Division for Operations (DO) 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 Relationships:

The post is located in the UNODC Regional Office for Southern Africa (ROSAF) in Pretoria. The incumbent will work under the overall guidance of the ROSAF Regional Representative and the under direct supervision of the Crime Prevention and Criminal Justice Officer in ROSAF and in close cooperation with the Project Team and the Programme Management Unit.

Responsibilities: Within assigned authority, the incumbent will be responsible for provision of programmatic and administrative services of the highest quality and standards to UNODC ROSAF office under the Trafficking of Persons and Smuggling of Migrants Programme. He/she will be the focal point responsible for the overall programme and administrative management of the project and will perform duties in full compliance with UNODC rules, regulations, policies, and standard operating procedures, including internal controls ensuring smooth running of programme initiatives. In addition, the Programme and Administrative Associate will assist the Programme Officer and Finance Associate and other personnel in implementation of day-to-day activities, as required.

Administrative and Financial Functions:

- Oversee the administrative and financial actions of the other Administrative and Finance colleagues (SB3 and below) within the TIP and SOM project
- Direct support to the team in programme administrative and financial tasks and in the provision of advisory services on implementation and the delivery of relevant processes and procedures
- Serve as focal point for administrative and logistics coordination of programme/project implementation activities, involving extensive liaison with diverse organizational units to initiate requests, obtain necessary clearances, process and follow-up on administrative

actions, e.g. organisation of events, travel arrangements, training/study tours, authorization of payments, disbursement of funds, procurement of equipment and services, etc

- Drafts routine documents, reports relevant for the programme implementation
- Works closely with the Finance Associate to create revise and close projects in IPMR
- Pro-actively contribute to the day- to- day project implementation and ensure conformity of expected results and project workplans
- Assist the Programme Manager in development annual activities, procurement, travel and workplans based on expected year end outputs, prepare budget narratives and costing of activities with respect to finalization of cost estimates and budget proposals
- Monitor expenditures and compare with approved budget, review and closure of open obligations
- Assist in the preparation of information for the audit of programmes/ projects and support implementation of audit recommendations
- Provide administrative support to the recruitment of personnel and ensures effective management of human resources pertaining to project including consultants and short-term experts
- Leads the admin support staff of the project, including temporary clerical and support staff of the team, provide induction and necessary on the job training
- Provide inputs to drafting of terms of reference and technical specifications for procurement of goods and services, prepare lists of needs and draft analysis for procurement plan, conduct market research.
- Initiate procurement and recruitment processes in line with procedures, and coordinates with relevant parties the completion of these processes.
- Maintain communication with vendors upon contract signature, coordinates delivery of good/services, maintain records on receipt and distribution of goods, ensure proper documentation of processes, monitor contractors' performance
- Maintain the programme files with the necessary base documentation, agreement, contracts, progress reports, budget, monthly reports, audits, correspondence, etc
- Performs necessary operations and functions in Umoja system

Programme functions:

- Support the planning and implementation of the project in accordance with the project's specific objectives, planned activities and expected outputs by contributing to drafting of written outputs such as workplans, project proposals, background papers, letter of invitations, mission reports, briefing notes in prescribed formats
- Contribute to the development and implementation of other pipeline/ongoing projects
- Collection, analysis and presentation of background information to enable efficient delivery of the programme
- Preparation of partner profiles and databases, and establishment of contacts with donor counterparts to obtain information on their programmes
- Provision of backstopping to the preparation and implementation of technical assistance activities under this programme.
- Assist with communication with various stakeholders, Programme's partners and beneficiaries as required and guided by the Programme Officer

- Provide support in collecting inputs and materials on lessons learnt and knowledge management within Programme area and operational aspects
- Participate in relevant training courses and modules to keep abreast of new developments relating to project management and operations
- Undertake any other task/emerging issues at the request of the Programme Officer or the Representative to ensure the effective implementation of the programme

Work implies frequent interaction with the following:

Staff in related organizational units across UNODC, including ROSAF, including frequent interaction with the following: Programme, Finance and Admin staff of the TIP SOM Programme and colleagues in the Criminal Justice Section, staff in HQ operations Unit, ROSAF Programme Management Unit, UNDP (administration, finance, budget, Human Resource) and counterparts in the region

Results Expected:

Demonstrated capacities to perform multiple tasks, in multi-cultural environment; Ability to manage day-to-day office activities (including but not limited to travel management, facilities and programme management, policy and procedures maintenance) to meet operational needs. Ability to review, Analyse and edit documents, ability to produce meeting report identifying key actions. In possession of intensive programme management skills, reporting and communication skills. Ability to evaluate financial data, derive relevant findings and present them in a meaningful manner. Ability to engage with other team members, agencies, donors, and other development stakeholders and forge productive working relationships. Ability to efficiently handle and share information and knowledge

Competencies:

Professionalism – Substantive experience in finance functions, and 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. Problem solving capacity is required. Ability to apply financial rules and regulations, other organizational instructions and other manuals related to financial matters, and some interpretation of guidelines and instructions is required.

Technological Awareness – Extensive knowledge and practical experience in financial administration in a UN or project environment is required. Proficiency in the MS Office package, specifically Word and Excel is required. Candidates will be requested to perform a skills test related to these.

Communication – 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. Liaison with contacts inside and outside the organization regarding financial information will be required.

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 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. Ability to maintain harmonious working relationships with colleagues in a diverse environment is required.

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

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in public administration, finance, social sciences, international relations, Economics, Development Studies, management, or other related fields is required.. A first-level university degree in similar fields in combination with two (2) additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

- A minimum of five years of experience the field of programme/project management - in administration, finance and administrative services in programme management or related areas is required.
- Experience in working with an ERP system is required
- Experience in SAP/Umoja is an advantage
- Working experience in an international organization or the United Nations system would be highly 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 “*Programme and Administrative Associate, SB4*” by 2 February 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/southernafrika/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.