

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

POSITION TITLE	: Project Assistant: Website and e-Learning Administration, Monitoring and Reporting
ORGANISATION	: United Nations Office on Drugs and Crime
DUTY STATION	: Pretoria, South Africa
TYPE OF CONTRACT	: Service Contract
LEVEL	: SB-2
REMUNERATION	: ZAR 195,432-220,140p.a. (excluding the additional employer pension contribution)
DURATION	: 12 months (renewable subject to funding availability and incumbent's performance)

REPORTING LINES

Under the overall supervision of Regional Representative and direct supervision of the Money Laundering Project Coordinator, the incumbent will provide administrative assistance for Project GLOU40, *"Global Programme Against Money-Laundering, Proceeds of Crime and the Financing of Terrorism (GPML)"*. The Project Assistant: Website and e-Learning Administration, Monitoring and Reporting will also work in close cooperation with other ROSAF staff, mentors and consultants.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities are focused on three aspects:

- Website maintenance and monitoring, as well as support for e-Learning programmes;
- Data analysis, monitoring and reporting support; and
- General project implementation support.

1. Website and e-Learning support and monitoring

Day to day management and monitoring of the ARINSA website, and administrative functions related to e-Learning programmes delivered through the ARINSA website, including but not limited to:

- Updating of posts by the ARINSA community, and monitoring and facilitating blogs and discussion forums on the ARINSA website.
- Liaison with implementing partners to source cases and cataloguing of cases.
- Updating the website with new legislation, case-law, and news articles in collaboration with the Project Coordinator, relevant international experts and focal points in participating countries.
- Website trouble-shooting.
- Establishment of a database of potential participants, inviting participants to register, and registration of participants.
- Responding to participants' queries by providing technical trouble-shooting advice and referral of substantive queries to appropriate substantive experts.
- Pro-active identification of challenges, risks related to the website and e-Learning applications and generating solutions, and ideas for improvement of the website.
- Monitoring use of e-Learning programmes and course completion.
- Data analysis and report writing/generation regarding website and e-Learning utilisation.

2. Data analysis, monitoring and reporting

Reporting and administrative functions will include:

- Support the preparation of reports on website utilization based on descriptive statistics and qualitative analysis.
- Support the capturing and analysis of training and other data, and the presentation of reports relating to project outputs, activities and targets.
- Support preparation of the project monitoring reports and donor reports in line with donor requirements.

3. Project administrative support

- From time to time, providing general project implementation support for the project, e.g. for the ARINSA Annual General Meeting, regional and bi-lateral ARINSA workshops, administrative support for the ML Advisor and Mentors; and support for project planning and reporting.
- Creating and maintaining relevant project files.
- Perform relevant functions in UMOJA as assigned
- Perform other duties as requested

CORE COMPETENCIES

Technological Awareness – Extensive knowledge and practical experience in website and e-Learning programme maintenance, management and updating; a high level of awareness of emerging social media trends, related opportunities and risks; and Proficiency in the MS Office package, specifically Word, Excel, PowerPoint in a LAN environment is required. MS Project competence is desirable.

Communication – Excellent command of spoken and written English relevant to a business environment is essential; particularly the ability to write in a clear and concise manner and the ability to convey technical and basic statistical information in a user-friendly manner. Above average oral communication skills are required for effective liaison with internal and external stakeholders on all levels and in various countries in Southern Africa. Knowledge of other national languages and/or other languages relevant to Southern Africa is highly desirable.

Teamwork – Good interpersonal skills, ability to work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity; the ability to function effectively in a geographically dispersed virtual team; and being able to report to more than one supervisor at a time is essential.

Professionalism – The ability to comprehend complex processes and systems easily and previous experience in administrative functions, particularly website, learning/training and/or project administration is required.

Planning and Organizing – Sound organizational skills and time management skills, the ability to multi-task and prioritize own work programme and to work independently or with minimum supervision and ability to deliver quality assignments in a timely manner is essential.

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

QUALIFICATIONS, SKILLS AND INHERENT REQUIREMENTS

Education

- At least a 3-year tertiary qualification or equivalent in a relevant field (e.g IT, Communications, or related field) is required. An advanced degree will be a distinct advantage.
- Training in any of the following fields will be an advantage: website-development, maintenance and administration; social media management; training and learning facilitation; development and administration of e-learning materials and applications; research methodology and/or basic statistics; or results-based-management.

Work Experience

- At least 1 (one) year of previous experience in website development, website administration, or management of e-Learning programmes will be required
- Previous experience in monitoring and report writing will be a distinct advantage.
- Previous experience in results-based management and/or MS Project will be an advantage.
- Sound understanding of substantive matters related to the mandate of UNODC, particularly with regard to anti-Money Laundering and organized crime, and sound understanding of the nature of UNODC's implementing partners and stakeholders in Southern Africa will be an advantage.
- Knowledge of various project management procedures (particularly monitoring and reporting) of UNODC or the United Nations system in general would be an advantage.
- Previous work experience in the Southern African region will be an asset.

Language:

- English and French are the working languages of the United Nations Secretariat. For this position, fluency in English is required. Knowledge of another official United Nations working 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 Assistant: Website and e-Learning Administration, Monitoring and Reporting SB2**" by 21 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 takalani.godobedza@un.org

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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.