



JOB DESCRIPTION

Official Job Title:	Programme Associate	Duty Station: Male', Maldives
Grade (Classified)	(SB3)	CCOG: 2.A.11
Post Number:	00094490	
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
Classification Authority:	CO HoD	Date: June 2014

1. Organizational Location

The Programme Associate will be located in UNFPA Maldives Country Office in Male', Maldives, and will report directly to the Assistant Representative (AR), and in the absence of AR, Operations Manager/ Operations Specialist, or Administrative/Finance Associate.

2. Job Purpose

The Programme Associate supports the planning and management of the UNFPA component of the Low Emission Climate Resilient Planning (LECRed) programme by providing and managing data inputs, providing logistical support, monitoring project implementation and following up on recommendations under the direct supervision of Assistant Representative. The Programme Associate applies established systems and procedures and assists in the creation of substantive knowledge by compiling, synthesizing and analyzing information relevant to the project. S/he is instrumental in facilitating project implementation using and developing appropriate mechanisms and systems and ensuring compliance with established procedures.

S/he also delivers quality financial and administrative services to the office; internal and external clients mastering all relevant rules, guidelines, processes and procedures with the guidance of country office operations team.

3. Major Activities/Expected Results

- Compiles and analyse information in the subject area, drafts project documentations and work plans and prepares tables and statistical data.
- Evaluates project activities, establishing and implementing mechanisms to systematically assess the achievement of results, conducting field visits, participating in review meetings and evaluation missions and preparing regular inputs to status and progress reports. Analyzes basic factors affecting the achievement of results, recommends corrective actions and follows up on recommendations.
- In coordination with national counterparts and project personnel, guides routine implementation of assigned activities, coordinating delivery of project inputs, ensuring participation of national counterparts in training activities and study tours.

- Provides logistical support to the project by coordinating review meetings and other project related workshops and events. Trains and guides project personnel on programme policies and procedures.
- Contributes to creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches of the CO, and drafting relevant materials for dissemination.
- Supports advocacy and resource mobilization strategy of the CO by compiling and synthesizing relevant background material for use in discussions and public events. Establishes and maintains network of donor and public information contacts and provides assistance in organizing and conducting donor meetings and public information events.
- Supports the monitoring of project financial by providing necessary financial information and analysis, including implementation rate against indicators/results. Detects potential over/under expenditure problems and proposes remedial action.
- Develops tools and mechanisms for effective and efficient monitoring of programme and project budgets, coordinates compilation of financial data and provides accurate and updated programme related financial information to HQ/RO/SRO on a continuous basis.
- Maintains an effective financial recording and reporting system, internal control and audit follow-up, and processes financial transactions in an accurate and timely way.
- Manages recruitment and selection process applying best practice HR tools and mechanisms, advises and briefs managers and project personnel on different types of contractual modalities, coordinates the performance appraisal process and advises on performance issues under the guidance of HoD and HR focal point.
- Reviews procurement requests and initiates procurement process according to procurement procedures for project equipment, supplies and services in a transparent and cost-effective manner; compile procurement process related reports for decisions by procurement authority under the guidance of HoD and operations.
- Contributes to the smooth running of the office by ensuring provision of administrative, procurement and finance related tasks and maintenance of services and supplies following-up processes and maintaining up-to-date project and office file, inventory and records.
- Backstops office Admin/Finance operations' tasks as and when required.
- Undertake any other tasks assigned by the supervisor or office.

4. **Work Relations**

The Programme Associate maintains collaborative relationships with all programme and project staff at the CO. Internal contacts include the Assistant Representative, the CO's programme/technical team, and the CO's administrative/finance operations management team.

5. Job Requirements

Education:

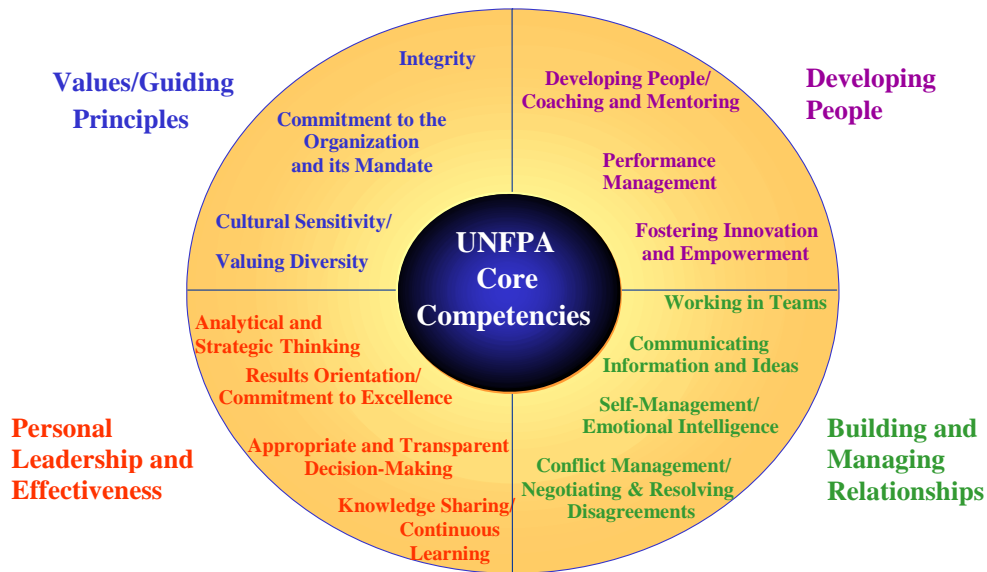
Completed Secondary Level Education required. First level university degree desirable.

Knowledge and Experience:

- Seven years of relevant experience in programme/ project management.
- Proficiency in current office software applications and corporate IT systems.

Required Competencies:

Core Competencies: See the Diagram Below



Functional Competencies:

- *Results-based programme development and management* – Contributes to achievement of results through primary research and analysis and effective monitoring of programme/ project implementation. Uses analytical skills to identify opportunities for project development and participates in formulation of proposals ensuring substantive rigour in the design and application of proven successful approaches.
- *Innovation and marketing of new approaches* – enhances existing processes and products. Documents and analyzes innovative strategies, best practices and new approaches. Adapts quickly to change.
- *Leveraging the resources of partners/ Building strategic alliances and partnerships* – Establishes, maintains and utilizes a broad network of contacts to keep abreast of developments and to share information. Analyzes selected materials for strengthening strategic alliances with partners and stakeholders.
- *Resource mobilization* – Provides inputs to resource mobilization strategies analyzing and maintaining information and databases on donors and developing database of project profiles

for presentation to donors.

- *Business acumen* – Independently gathers, analyses, and interprets data and information from a wide range of sources using appropriate analytical tools and professional standards. Identifies warning signs based on financial analysis, probes for clarification or points of concern and presents findings.
- *Implementing management systems* – Maintains information/databases on system design features and develops system components. Makes recommendations relative to work-processing approaches and procedures which would lead to more efficient systems design.
- *Client orientation* – Establishes effective relationships with internal and external clients, actively supports the interests of the client and researches potential solutions to client needs. Organizes and prioritizes work schedule and addresses client needs and deadlines promptly and appropriately.

Languages:

Fluency in English and Dhivehi is required.

Other Desirable Skills:

Ability to work independently

6. Signatures/Certification:

Incumbent's Name & Signature (If Applicable)	_____ _____ <Date>
Immediate Supervisor's Name & Signature	_____ _____ <Date>
Division Director's Name & Signature	_____ _____ <Date>