



**UNITED NATIONS DEVELOPMENT PROGRAMME  
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT  
UNDP RC PROGRAMME ASSISTANT- CLIMATE**

## I. Position Information

Job Code Title: **Programme Assistant**  
Pre-classified Grade: ICS-5  
Type of contract: Fixed Term  
Supervisor: Climate Investment and Finance Specialist

## II. Organizational Context

In line with UNDP's strategy to enhance its support to country offices through the establishment of Regional Centres (RCs), bringing together policy, technical, programmatic, operational, and coordination advisory resources and capacities from all the relevant Bureaus to ensure cohesion among the various services provided to country offices, the Energy and Environment Cluster is stationed in the UNDP LAC Regional Centre.

Under the overall guidance and supervision of the Climate Investment and Finance Specialist, the Programme Assistant provides programme support services ensuring high quality, accuracy and consistency of work.

The Programme Assistant works in close collaboration with the Operations, Programme and project staff in the LAC-RC, UNDP/BDP Headquarters and other UN agencies staff to ensure consistent service delivery.

## III. Functions / Key Results Expected

### Summary of Key Functions:

- Support to formulation of programme strategies and the Regional Programme Action Plan
- Support to management of the Regional programme
- Administrative support to the Programme Unit
- Support to resource mobilization
- Support to knowledge building and knowledge sharing

1. Supports formulation of **programme strategies and the Regional Programme Action Plan** focusing on achievement of the following results:

- Collection, analysis and presentation of information for identification of areas for support and

programme formulation/ implementation.
<p>2. Provides effective support to <b>management of the Regional programme</b> focusing on the achievement of the following results:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Creation of projects in Atlas, preparation of budget revisions, revision of project award and project status, determination of unutilized funds, operational and financial closure of a project.</li> <li><input type="checkbox"/> Presentation of information for audit of NEX projects.</li> </ul>
<p>3. Provides <b>administrative support to the Programme Unit</b> focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Preparation of non-PO vouchers for development projects.</li> <li><input type="checkbox"/> Maintenance of the internal expenditures control system including timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers.</li> <li><input type="checkbox"/> Creation of requisitions in Atlas for development projects, register of goods receipt in Atlas.</li> <li><input type="checkbox"/> Making budget check for requisitions, POs and vouchers.</li> </ul>
<p>4. Supports <b>resource mobilization</b> focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review of contributions agreement, managing contributions in Atlas.</li> </ul>
<p>5. Supports <b>knowledge building and knowledge sharing</b> in the RC focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Participation in the trainings for the operations/ projects staff on programme.</li> <li><input type="checkbox"/> Contributions to knowledge networks and communities of practice.</li> </ul>

#### **IV. Impact of Results**

Accurate data entry and financial information have an impact on the quality and implementation of the UNDP RC programme. A client-oriented and efficient approach impact on the image of UNDP Regional Centre in the region (country).

## V. Competencies and Critical Success Factors

### Corporate Competencies:

- Demonstrates commitment to UNDP's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

### Functional Competencies:

#### Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

#### Development and Operational Effectiveness

- Ability to perform a variety of standard tasks related to Results Management, including screening and collecting of programme/ projects documentation, projects data entering, preparation of revisions, filing, provision of information
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems
- Good knowledge of Results Management Guide and Toolkit

#### Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure

## VI. Recruitment Qualifications

Education:	Secondary Education preferably with specialized certification in Accounting and Finance. University Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences would be desirable, but it is not a requirement.
Experience:	3 to 5 years of relevant administrative or programme experience is required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web based management systems.
Language Requirements:	Fluency in English and Spanish, both written and verbal.

## **ADDITIONAL INFORMATION**

- Qualified candidates who are interested in the above position are invited to submit their application, in English, attaching a UN Personal History Form, not later than **17 August 2009**. Internal candidates must attach copies of three last performance appraisals.

To: **Programme Assistant** [rc.lac.vacancy@undp.org](mailto:rc.lac.vacancy@undp.org)  
**Subject:** Vacancy Announcement No. 018. **PROGRAMME ASSISTANT**

- Please note that applications received after the deadline will not be considered.
- Only short-listed qualified candidates will receive an acknowledgement.
- This vacant post is open only for Panamanians citizens.