



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Post Information

Post Title: UN-REDD Secretariat: Program Analyst
Post Number:
Organizational Unit: UNOPS
Supervisor/ Grade: UNDP Senior Technical Advisor (REDD): L-5
Post Status: Non-rotational
Source of Funding: UN-REDD MDTF

Proposed Grade: L-2
Approved Grade:
Post Classified by:
Classification Approved by:

II. Organizational Context

The UN-REDD Programme is a collaborative partnership between FAO, UNDP and UNEP. The objective is to support efforts to include incentives to reduce emissions from deforestation in a post-Kyoto regime by assisting a number of pilot countries establish national REDD strategies and frameworks. A UNDP-administered Multi-Donor Trust Fund has been established for the UN-REDD Programme and Norway has committed funds for the initial phase. www.un-redd.net A UN-REDD Programme Secretariat has been established in Geneva, Switzerland. Support will be provided to pilot countries by way of National Joint Programmes (NJPs) between FAO, UNDP and UNEP, under the Resident Coordinator.

The UN-REDD Secretariat is defined in the Programme Framework Document of 20 June 2008:

The **UN-REDD Secretariat** serves the Policy Board, using the capacities of the participating UN organizations, research institutions and recognized experts. It ensures policies and strategies decided by the Policy Board are implemented and adhered to. The Secretariat will manage the national joint programme review process. It will also manage the UN-REDD's overall monitoring and evaluation function which includes *inter alia* monitoring allocations to and delivery by the international support functions and country joint programmes, and tracking Programme-wide progress and ensuring that monitoring mechanisms are applied. It will include mechanisms for independent third party verification/evaluation of emission reductions, an on-line review and comment process, and an ombudsman system for complaints.

In addition, the Secretariat is the practical manifestation of the UN-REDD Programme – the entity with which other relevant initiatives and organisations can interact and work with.

The Secretariat's main roles can be summarised as follows:

- 1) Policy Board support
- 2) Partner and external relations
- 3) Quality assurance of national joint programmes
- 4) Quality assurance of the International Support Functions described in the Global Joint Programme
- 5) Monitoring and knowledge management

The UN-REDD Secretariat Program Analyst's administrative supervisor will be the UNDP STA, REDD. As a member of the UN-REDD Secretariat team, the Program Analyst will support and work day-to-day with the Secretariat team under the guidance of the Head of Secretariat.

III. Functions / Key Results Expected

Summary of Key Functions:

- Support to UN-REDD Secretariat work planning and coordination
- Provide effective financial management support to the UN-REDD Secretariat
- Support to UN-REDD Secretariat Administrative and operational functions
- Support to travel arrangements and organization of meetings

1. Support to UN-REDD **Secretariat work planning and coordination**

- Support preparation of background information for UN-REDD Secretariat programme coordination, work plans, budgets and Policy Board documentation in line with UN-REDD Rules of Procedure, Operational Guidance, and UN joint programming practices and guidelines.
- Assist in preparation/review of UN-REDD Secretariat documents and quarterly/annual reviews and ongoing monitoring, draft standard correspondence and presentations on the programme
- Monitor the delivery of the 3 Participating UN Organizations' allocation of the global joint programme and national joint programmes and provide quarterly progress reports to the Head of the UN-REDD Secretariat
- Maintain UN-REDD Secretariat information calendar of upcoming events, liaise with the 3 Participating UN Organizations regarding participation and hosting of side events
- Assist the Secretariat coordinate with the UN-REDD Coordination Group
- Contribute to the effective delivery of the Secretariat's work plan

Key Results: UN-REDD Secretariat has adequate information for the Head of Secretariat to undertake effective work planning and UN-REDD Secretariat effectively delivers its annual work plan

2. Provides effective **financial management support to the UN-REDD Secretariat:**

- Manage the UN-REDD Secretariat's overall budget, providing monthly status reports, preparing budget revisions, reporting and liaising with UNOPS and the 3 Participating UN Organizations on budget matters
- Liaise with Finance Managers in the 3 Participating UN Organizations to ensure timely flow of UN-REDD financial information
- Maintain the internal expenditure control system which ensures that vouchers processed are matched and completed; transactions are correctly recorded etc.
- Set up and monitors the budgets, updates financial information on delivery and status of implementation of the 3 Participating UN Organizations
- Provide Multi-Donor Trust Fund (MDTF) Office with timely and adequate information on UN-REDD programme activities

Key Results: UN-REDD meets financial reporting requirements of the MDTF Office

3. Provides administrative and operational support to the UN-REDD Secretariat

- Assist in Procurement process for the UN-REDD Secretariat
- Develop and maintain UN-REDD Secretariat's electronic filing system in lieu of a hardcopy filing system
- Manage UN-REDD Secretariat inventories and inventory records keeping
- Ensure overall effective running of the office, including responsibility for all service providers and suppliers related to the office
- Serve as the leave monitor for the attendance records and leave management
- Assist in ad-hoc administrative and operational issues as requested

Key Results: UN-REDD Secretariat office operating effectively

4. Supports travel arrangements and organization of meetings:

- Prepare travel and logistical arrangements for the UN-REDD Secretariat team and consultants, arranges itineraries, visas, security clearances, accommodation, prepares appropriate requisitions
- Organize meetings and workshops, makes the appropriate arrangements on the venue (technical equipment, etc.)
- Draft logistical notes, arranges the logistics including visa, liaise with meeting participants
- Ensure the UN-REDD Secretariat use UN-REDD workspace appropriately

Key Results: UN-REDD Secretariat team members able to function effectively

IV. Recruitment Qualifications

Education:	Advanced university degree in business management or field related to REDD.
Experience:	<ul style="list-style-type: none"> • 2-3 years of relevant administrative or programme experience in an international working environment, preferably with one of the 3 Participating UN Organizations • Pre-existing knowledge of the UN Rules and Regulations, organizational structures, and program management tools would be a great asset; • Experience in using financial management tools such as UNDP's ATLAS preferable; • Good organizational skills, with timely and detail-oriented implementation of tasks; • Demonstrable ability to meet deadlines, work under pressure, manage workflows and operate as part of a dispersed team with members across various time zones; • Demonstrable ability to work independently with minimal supervision, but also to function effectively as part of a team. • Previous experience as the office manager for a small, non-hierarchical team with heavy workloads, heavy travel schedules and strong links to other partners is definitely an asset; • Up-to-date skills in using latest Microsoft Office (with particularly attention to proficiency in Excel) and ERP software necessary. Experience with Joomla a distinct advantage
Language Requirements:	Excellent command of written and spoken English is essential; working level proficiency in Spanish and/or French is highly desirable.