



DISCLAIMER: The screening of your application will be conducted based on the information in [your profile](#). Before applying, we strongly suggest that you review your profile to ensure completeness, especially the education and experience sections.

Applications to vacancies must be received before midnight Copenhagen time (CET) on the closing date of the announcement.

Details

Vacancy code	VA/2013/B5004/4235
Position title	Programme Associate
Level	ICS-7
Department/office	GPSO, Development Group
Duty station	Geneva, Switzerland
Contract type	Fixed Term
Contract level	G7
Duration	One year (extension will be subject to performance and availability of funds)
Application period	07-Nov-2013 to 14-Nov-2013

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Background Information - UNOPS

"UNOPS plays a critical role in providing management services for our life-saving, peacebuilding, humanitarian and development operations."

-Ban Ki-moon, United Nations Secretary-General

UNOPS mission is to expand the capacity of the UN system and its partners to implement peacebuilding, humanitarian and development operations that matter for people in need.

Working in some of the world's most challenging environments, our vision is to always satisfy partners with management services that meet world-class standards of quality, speed and cost effectiveness.

UNOPS provides services in sustainable infrastructure, sustainable procurement and sustainable project management, with projects ranging from building schools, roads, bridges and hospitals to procuring goods and services and training local personnel.

By assisting UN organizations, international financial institutions, governments and other development partners, UNOPS makes significant, tangible contributions to results on the ground.

We employ more than 6,000 personnel annually and on behalf of our partners create thousands more work opportunities in local communities. Through our headquarters in Copenhagen, Denmark and a network of regional and country offices, we oversee activities in more than 80 countries.

UNOPS is committed to achieving a truly diverse workforce.

Background Information - Development Group Cluster

Development Group Cluster

The UNOPS Development Group Cluster is based in the North America Office and supports a diverse and complex

portfolio including partners such as the United Nations Development Programme (the Bureau for Development Policy, the Human Development Report Office, and the Special Unit for South-South Cooperation), the United Nations Population Fund, the United Nations Capital Development Fund, the United Nations Secretariat and a broadening community of primarily New York-based UN partners in the delivery of project management, implementation and administration services.

Background Information - Job-specific

The Programme Associate works in close collaboration with the UN-REDD Programme Secretariat inter-agency staff and the teams of the UN-REDD Programme agencies (UNDP, UNEP and FOA) to exchange information and ensure consistent service delivery.

Under the overall guidance of the Head of the UN-REDD Programme Secretariat and administratively supervised by the UNDP Principal Technical Advisor, the Programme Associate provides the overall administration and execution of varied and inter-related operational and logistical activities in the UN-REDD Programme inter-agency office, ensuring high quality and accuracy of work. The Programme Associate promotes a client, quality and results-oriented approach.

Functional Responsibilities

Summary of Key Functions

1. Implementation of operational strategies;
2. Management of procurement processes ;
3. Coordinate the planning and organization of two UN-REDD Policy Board (PB) meetings per year;
4. Provide support to communications and knowledge management activities

1. Ensures implementation of operational strategies, focusing on achievement of the following results:

- Full compliance of administrative activities with UN/UNDP rules, regulations, policies and strategies;
- CO Procurement business processes mapping and elaboration/establishment of internal Standard Operating Procedures (SOPs) in Procurement, control of the workflows of the Procurement Unit. Preparation of administrative team results-oriented work plans;
- Elaboration of proposals and implementation of cost saving and reduction strategies in consultations with office management.

2. Management of procurement processes:

- Full compliance of procurement activities with UN/UNDP rules, regulations, policies and strategies; implementation of the effective internal control, proper design and functioning of a client-oriented procurement management system;
- Timely and duly preparation of procurement plans for the UN-REDD secretariat and monitoring of their implementation.
- Implementation of proper monitoring and control of procurement processes including organization of RFQ, ITB or RFQ, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UN/UNDP rules and regulations.
- Implementation of the internal control system which ensures that Purchase orders are duly prepared and dispatched.

3. Coordinate the planning and organization of UN-REDD events, workshops and meetings

- Prepare and coordinate all relevant material for UN-REDD Programme Policy Board Meetings and other events, meetings and workshops organized or supported by the UN-REDD Programme.
- Plan and coordinate board meetings, events, meetings and workshops with the UN-REDD Programme team.
- Undertake all administrative functions in relation to events, meetings and workshops as required – including monitoring of the assigned allocations;
- Prepare financial reports for each of the events (prior and after); ensures financial availability
- Responsible for all logistical matters during the running of events, meetings and workshops – including liaising with facility managers, organizers and participants
- Liaise with the UN-REDD teams of the agencies to coordinate and plan details of events including confirmation of participants, programme finalisation, identification of moderators and related administrative requirements, participants and resource speakers.
- Perform other duties as may be assigned.

4. Provide support to communications and knowledge management activities:

- Coordinate the updating of contacts database. Assist in managing the workspace, and website. Format documents according to the Programme's style guide, manage and facilitate translation and filing of documentation and knowledge products on the Workspace.

Competencies

Corporate Competencies:

- Integrity
- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission and strategic goals of UNOPS;
- Respect for Diversity
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies

Knowledge Management and Learning:

- Promotes a knowledge sharing and learning culture in the office ;
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills.

Development and Operational Effectiveness:

- Ability to perform a wide range of varied, inter-related complex administrative services;
- Ability to extract, interpret and analyze data and resolve operational problems;
- Ability to work with minimum supervision;
- Ability to plan and organize work;
- Ability to analyze procurement service requirements;
- Ability to provide input to business processes re-engineering, implementation of new systems.
- Strong analytical skills

Leadership and Self-Management:

- Focuses on impact and 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

Education/Experience/Language requirements

EDUCATION:

- A High School Diploma or equivalent is required; University Degree in Business, Management, or Public Administration is a distinct advantage but not a requirement.

EXPERIENCE:

- 7 years of relevant experience in administration or programme support service. Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of web-based management systems.
- In-depth knowledge of development issues;
- Good knowledge of administrative rules and regulations;

LANGUAGE :

- Fluency in English.

Contract type, level and duration

Contract type: FTA

Contract level: GS-7

Contract duration: One year (extension will be subject to performance and availability of funds)

For more details about United Nations staff contracts, please follow this link:

<http://www.unops.org/english/whoweneed/contract-types/Pages/United-Nations-staff-contracts.aspx>

PLEASE NOTE THAT THIS IS A LOCAL POSITION. ONLY CANDIDATES WITH AUTHORIZATION TO WORK IN SWITZERLAND NEED APPLY.

Additional Considerations

- Please note that the closing date is midnight Copenhagen time (CET)
- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- For staff positions UNOPS reserves the right to appoint a candidate at a lower level than the advertised level of the post
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

*It is the policy of UNOPS to conduct background checks on all potential recruits/interns.
Recruitment/internship in UNOPS is contingent on the results of such checks.*