**Job Description**

**Post Title:** National Programme Assistant

**Level:** ICS 5 (G5)

**Organizational Context**

Under the guidance and supervision of the Assistant Representative, the Programme Assistant is expected to provide all necessary operational support to the effective daily implementation of UNFPA activities.

This means working closely not only with the relevant programme officers, but also with the finance and administrative staff to ensure compliance with UNFPA financial rules and procedures.

**Results-Oriented Functional Statement**

**Project finance:**

* Prepares budget revisions based on approved workplans and justification letters from projects, and monitors project budgetary commitments
* Generates the required financial reports in a timely manner
* Provides day to day assistance to concerned project staff and implementing partners
* Checks and examines various project financial reports for accuracy and consistency against approved budgets

**Project monitoring and reporting:**

* Participates in the preparation of annual and quarterly project workplans, and arranges for relevant work planning meetings within the office and with counterparts
* Facilitates preparation of project review meetings, drafts minutes of meetings and provides any other necessary logistical support to such activities.
* Undertakes monitoring visits to project sites, when required, and verifies project assets once a year.
* Takes required actions on operational and financial closure of projects in line with UNFPA programming guidelines and NEX procedures.
* Ensures that all official documents are prepared and kept in the project files for retrieval and archiving.
* Coordinates and liaises with between audit teams and projects for annual project audits

**Other programme and project services:**

* Facilitates project activities, or relevant missions, by arranging meeting schedules, coordinating logistical support, collecting reference documents, and maintaining records.
* Prepares necessary documentation, minutes of meetings and notes to file for relevant transactions (e.g. grant agreements, services contracts)
* Ensures facilitation of knowledge-sharing between programme and operations clusters
* Drafts routine project related correspondence
* Provides information to missions, visitors and other counterparts requesting
* Maintains all project related documentation in the office.

**Functional Competencies:**

# Primary Competencies

* **Results-based programme development and management**

Contributes to the achievement of results through primary research and analysis and effective monitoring of programme/project implementation.

* **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.

# Additional Competencies

* **Leveraging the resources of national governments and partners/Building strategic alliances and partners**

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.

* **Advocacy/Advancing a policy oriented agenda**

Prepares and communicates relevant information for evidence-based advocacy.

* **Resource mobilization**

Provides relevant inputs to resource mobilization strategies.

**Corporate Competencies:**

### Values

### Integrity/Commitment to mandate

Acts in accordance with UN/UNFPA values and holds himself/herself accountable for actions taken. Demonstrates personal commitment to UNFPA’s mandate and to the organizational vision.

### Knowledge sharing/Continuous learning

Takes responsibility for personal learning and career development and actively seeks opportunities to learn through formal and informal means. Actively produces and disseminates new knowledge.

### Valuing diversity

Demonstrates an international outlook, appreciates differences in values and learns from cultural diversity. Observes and inquires to understand the perspectives of others and continually examines his/her own biases and behaviors.

### Managing Relationships

### Working in teams

Works collaboratively with colleagues inside and outside of UNFPA to allow the achievement of common goals and shared objectives. Actively seeks resolution of disagreements and supports the decisions of the team.

### Communicating information and ideas

Delivers oral and written information in a timely, effective and easily understood manner. Participates in meetings and group discussions actively listening and sharing information.

### Conflict and self management

Manages personal reactions by remaining calm, composed and patient even when under stress or during a crisis and avoids engaging in unproductive conflict.

### Working with people

### Empowerment/Developing people/Performance management

Integrates himself/herself into the work unit seeking opportunities to originate action and actively contributing to achieving results with other members of the team. Knows his/her limitations and strength, welcomes constructive criticism and feedback and gives honest and contractive feedback to colleagues and supervisors. Participates in work planning and objective setting, seeking feedback and acting to continuously improve performance.

### Personal Leadership and Effectiveness

### Analytical and strategic thinking

Uses appropriate analytical tools and logic to gather, define and analyze information, situations and problems and draws logical conclusions from data. Demonstrates an ability to set clear and appropriate priorities focusing on tasks and activities which have a strategic impact on results. Anticipates and meets information needs of the team and other stakeholders.

### Results orientation/Commitment to excellence

Strives to achieve high personal standard of excellence.

### Appropriate and transparent decision making

Makes timely and appropriate decisions taking into consideration various and complex issues and takes responsibility for the impact of decisions.

**Job Requirements:**

Academic requirements:

A university degree in business administration or related field.

Experience:

5 years of relevant work experience. Prior experience with international organizations, and/or the UN is an asset.

Language:

Fluency in English and Mongolian, excellent writing and translation skills.

Computer skills:

Proficiency in current office software applications, including word processing, power point presentations, excel spreadsheets. Familiarity with People Soft/ERP is an asset.