



## **JOB ANNOUNCEMENT NO 22702.**

**UNFPA OFFICE IN UZBEKISTAN** seeks multilingual, motivated candidates with appropriate experience for the post of **Programme Assistant (ICS-5)**. This position is open for Uzbek citizens only.

### **Background:**

Post Title: Programme Assistant

Pre-classified Grade: ICS-5

Supervisor: Assistant Representative

Under the direct supervision of the Assistant Representative the Programme Assistant assists in implementation of UNFPA Country Programme in Uzbekistan. The Programme Assistant works in close collaboration with the administrative/financial, programme and project staff to exchange information and ensure consistent service delivery.

### **Description of Responsibilities:**

Summary of Key Functions:

Assists routine implementation of assigned projects through ensuring timely delivery of project outputs; Assists with programme procurement and ensures that procurement is in accordance with UNFPA Procurement Procedures;

Assists in the advocacy, communications, and resource mobilization efforts; Supports internal and external programme communications and exchange of information; Assists in programme monitoring.

1. Provides significant input into arranging programme activities, including supporting programme officers in preparation of budget, arranging venues, materials, helping in preparation of the presentations. Contributes to the preparation of programme and financial reports by collecting information, preparing tables, drafting selected sections etc.

2. Assists with programme procurement and ensures that procurement is in accordance with UNFPA Procurement Procedures: collects supporting documents; obtains price quotations and prepares comparative tables; makes logistical arrangements for the delivery, including customs clearance and distribution obtains; Receipt and Inspection Reports and acceptance reports from national counterparts.

3. Compiles relevant background materials and prepare briefs and summaries if requested. Maintains database of public information contacts and potential donors.

4. Arranges programme meetings, including organizing the venue, preparing draft minutes of programme meetings, communicating draft minutes to the participants and receiving feedback. Ensures quality and completeness of filing of programme documents. Manages and maintains office library.

5. In coordination with designated UNFPA country office Monitoring and Evaluation officer collects and processes information relevant to programme monitoring and evaluation and programme indicators;. Assists in maintaining and regular updating programme M&E database.

6. Translates and drafts letters and other programme documents as well as provides oral translation as may be assigned by country office management;

## Impact of Results

The key results have an impact on the overall country office's efficiency in programme and success in implementation of programme strategies. Accurate analysis and presentation of information enhances UNFPA position as a strong development partner. The information provided facilitates decision making of the management.

### **Competencies:**

#### **Primary Competencies:**

##### Results-based programme implementation

1. Contributes to the 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 the formulation of proposals ensuring substantive rigor in the design and application of proven successful approaches.

##### Innovation and marketing of new approaches

2. 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

3. Establishes, maintains and utilizes a broad network of contacts to keep abreast of developments and to share information. Analyzes and selected materials for strengthening strategic alliances with partners and stakeholders.

##### Advocacy/Advancing a policy oriented agenda

4. Prepares and communicates relevant information for evidence-based advocacy. Maintains a functioning network of contacts in the media and civil society to support advocacy efforts and takes opportunities for advocating for UNFPA's mandate.

##### Resource mobilization

5. Provides inputs to resource mobilization strategies by analyzing and maintaining information and databases on donors and developing database of project profiles for presentation to donors

#### **Corporate Competencies:**

##### Values

##### Integrity/Commitment to mandate

6. 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

7. Takes responsibility for personal learning and career development and actively seeks opportunities to learn through formal and informal means. Learns from others inside and outside the organization adopting best practices created by others. Actively produces and disseminates new knowledge.

##### Valuing diversity

8. Demonstrates an international outlook, appreciates differences in values and learns from cultural diversity. Takes actions appropriate to the religious and cultural context and shows respect, tact and consideration for cultural differences. Observes and inquires to understand the perspectives of others and continually examines his/her own biases and behaviors.

#### Managing Relationships

##### Working in teams

9. 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. Frankly expresses ideas with the intent to resolve issues, considers what others have to say and responds appropriately to criticism.

##### Conflict and self management

10. Manages personal reactions by remaining calm, composed and patient even when under stress or during a crisis and avoids engaging in unproductive conflict. Expresses disagreement in constructive ways that focus on the issue not the person. Tolerates conditions of uncertainty or ambiguity and continues to work productively.

#### Working with people

##### Performance management

11. 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 constructive feedback to colleagues and supervisors. Seeks new challenges and assignments and exhibits a desire to learn. Accepts responsibility for personal performance participating in individual work planning and objective setting seeking feedback and acting to continuously improve performance.

#### Personal Leadership and Effectiveness

##### Analytical and strategic thinking

12. 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

13. Strives to achieve high personal standard of excellence. Takes action that goes beyond responding to the obvious needs of the situation and persists until successful outcomes are achieved.

#### **Qualifications:**

**Education:** Completed secondary education. Bachelor degree in health, population, demography and/or other related social science field is an advantage.

**Experience:** At least 5 years of the experience in the public or private sector relevant to the duties under the current position. Previous experience with international or bilateral organization is an advantage.

**Language Requirements:** Fluency in oral and written English and Russian. Knowledge of Uzbek language is an asset.

#### **Application Process:**

All interested and qualified candidates are required to apply on-line through the UNDP website at <http://undp.uz>. The UNDP will only accept applications submitted on-line via <http://www.undp.uz>.

Please ensure that before making on-line application you have completed the UNDP Personal History Form (P11). The electronic version of the P11 can be downloaded from <http://www.undp.uz> (Job Opportunities Section). The completed (P11) further to be uploaded while applying on-line.

The deadline for submission of application is COB, 24 April, 2011. Incomplete applications or applications received after the closing date (24 April, 2011) will not be given consideration. Please note that only short-listed candidates will be notified.

For more detailed information about UNDP Uzbekistan please visit our website at [www.undp.uz](http://www.undp.uz). UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.