



United Nations Funds and Programmes in Cape Verde

I. Position Information

Job Code Title : Programme Associate - Environment
Pre-classified Grade: ICS-6
Supervisor: Programme Specialist & Head of Environment

II. Organizational Context

Under the overall guidance and direct supervision of the Programme Specialist & Head of Environment, the Programme Associate ensures effective delivery of the CO Programme by entering and managing data and supporting Programme implementation consistent with UNDP rules and regulations.

The Programme Associate works in close collaboration with the operations, programme and projects' staff in the CO and UNDP HQs as required for resolving complex finance-related issues and exchange of information.

III. Functions / Key Results Expected

Summary of Key Functions:

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

1. Supports formulation of programme strategies and implementation of the Country Programme Action Plan focusing on achievement of the following results:
 - Collection, analysis and presentation of background information for preparation of CCA, UNDAF, CPD, CPAP, effective application of RBM tools and establishment of management targets (BSC).
 - Presentation of background information for formulation of country programme, draft project documents, work plans, budgets, proposals on implementation arrangements and assists in reporting on monthly achievements in accordance with AWP of the Unit

2. Provides effective support to management of the CO programme focusing on the achievement of the following results:

- Creation of a project in Atlas, preparation of required budget revisions, revision of project award and project status, determination of unutilized funds, operational and financial close of a project,
- Provision of guidance to the executing agencies on routine implementation of projects
- Presentation of information for audit of NEX projects, supports implementation of audit recommendations.

3. Provides administrative support to the Programme Unit focusing on achievement of the following results

- Review of NEX projects Financial Reports; preparation of non-PO vouchers for development projects.
- Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas.
- Timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers.
- Creation of requisitions in Atlas for development projects, register of goods receipt in Atlas Making budget check for requisitions, POs and vouchers, runs various reports from Atlas for any purpose as indicated by the supervisor / management

4. Supports resource mobilization focusing on achievement of the following results:

- Analysis of information on donors, preparation of donor's profile.
- Track and reporting on mobilized resources. Review of contributions agreement, managing contributions in Atlas.

5. Ensures facilitation of knowledge building and knowledge sharing in the CO focusing on achievement of the following results:

- Organization of trainings for the operations/ projects staff on programme.
- Synthesis of lessons learnt and best practices in programme.
- Sound contributions to knowledge networks and communities of practice.

IV. Impact of Results

The key results have an impact on the overall performance of the Programme Unit and success in implementation of programme strategies. Accurate analysis, data entry and presentation of information ensure proper programme implementation.

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 specialized tasks related to Results Management, including support to design, planning and implementation of programme, managing data, reporting.
- 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
- Demonstrates openness to change and ability to manage complexities

Prince2 training and certification, Project Management certifications

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:	5 to 6 years of progressively responsible 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 advance knowledge of spreadsheet and database packages, experience in handling of web based management systems. Knowledge of field work and Knowledge of GEF procedures are an advantage;
Language Requirements:	Fluency in Portuguese required, as well as in French or English

VII. Signatures- Job Description Certification

Incumbent *(if applicable)*

Name	Signature	Date
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Supervisor

Name	Signature	Date
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Chief Division/Section

Name	Signature	Date
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