



JOB DESCRIPTION

I. Position Information

Job Code Title:	Programme Associate
Pre-classified Grade:	ICS-6/GS-6 - FTA
Supervisor:	National Programme Officer

II. Organizational Context

Under the overall guidance of the Regional Programme Director and direct supervision of National Programme Officer, the Programme Associate ensures effective delivery of the UNIFEM Sub-Regional Office (SRO) for Brazil and Southern Cone Countries (Argentina, Chile, Paraguay and Uruguay) programme by entering and managing data and supporting programme implementation consistent with UNIFEM rules and regulations.

The Programme Associate may be required to supervise clerical and support staff of the Programme Team. The Programme Associate works in close collaboration with the operations, programme and projects' staff in the SRO and UNIFEM HQ as required for resolving complex finance-related issues and exchange of information.

III. Functions / Key Results Expected

Summary of Key Functions:

- Support formulation of programme strategies and implementation of Sub-Regional Strategy
- Support management of the Sub-Regional Strategy, with a focus on the UN/INIFEM EVAW Trust Fund, partnerships with private sector institutions and UN/UNIFEM thematic campaigns
- Administrative support to Programme implementation/execution
- Support to resource mobilization
- Facilitation of knowledge building and knowledge sharing

1. Supports formulation of **programme strategies and implementation of Sub-Regional Strategy**, focusing on achievement of the following results:

- Collection, analysis and presentation of background information for preparation of Sub-Regional Strategy;
- Presentation of background information for formulation of Sub-Regional Strategy, work plans, budgets, proposals on implementation arrangements;
- Organization of sub-regional strategic planning workshops;
- Effective application of RBM tools.

2. Supports **management of the Sub-Regional Strategy**, focusing on achievement of the following results:

- Creation of projects in Atlas, preparation of required budget revisions, revision of project award and project status, identification of unutilized funds, operational and financial closure of projects;

- Initial screening of project proposals; review of format and content; presentation of project proposals for approval by NPO and RPD; documentation of criteria for selection of project proposals and implementing partners; request for issuance of agreements;
- Request for progress and final financial and activities reports; review and approval of reports; request for disbursements of payments;
- Collection, analysis and presentation of information for preparation of reports;
- Presentation of background information for formulation of reports (six-month, annual, donor);
- Maintenance of files, database of project implementing partners, project documents, and project information (duration of contract, source of funds, disbursements, reports);
- Monitoring of project and programme financial/budget status;
- Provision of guidance to the implementing partners on routine implementation of projects;
- Presentation of information for audit and support for implementation of audit recommendations.

3. Provide administrative support to the Programme management, focusing on achievement of the following results:

- Maintenance of the internal expenditures control system which ensures that vouchers processes are matched and completed, transactions are correctly recorded and posted in Atlas;

4. Support 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 and follow-up on schedule of contributions, update project budget to reflect contribution and follow-up with Finance on its records.

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

- Organization of trainings for the operations/project staff on programme issues;
- Synthesis of results, achievements, lessons learnt and best practices in programming;
- Preparation of briefings, talking points and presentation materials;
- 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 Team and success in implementation of programme strategies. Accurate analysis, data entry and presentation to ensure proper programme implementation.

V. Competencies

Corporate Competencies:

- Demonstrates commitment to UNIFEM's mission, vision and values.
- Displays cultural, gender, sexual orientation, religion, race/ethnicity, 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

VI. Recruitment Qualifications

Education:	Secondary education. University degree in Business or Public Administration, Economics, Political Sciences and Social Sciences would be desirable, but is not required.
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 Microsoft Office software packages.
Language Requirements:	Fluency in Portuguese, English and Spanish.

Applications should be done **exclusively through Personal History Form** with a cover letter and be sent to unifembra.hr@unifem.org **up to 5 April 2010**, or deposit under sealed envelope titled **"Economic Rights Coord"** to the following address: UNIFEM Brasil and Southern Cone Countries, EQSW 103/104 Lote 1, Bloco C, 1 andar - Brasilia, DF, Brasil CEP 70670-650.