



UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

I. Position Information

Job Title:	Project Associate
SC range:	SB-3/ Peg 5
Project title/Department:	XAC/Z60- Enhancing capacity of border crossing points and improving regional cross border cooperation by promoting Border Liaison Offices concept and development of information and communication networks for border agencies. Programme Associate
Duration of assignment:	6 months with further possible extension subject to funding availability
Working status (full time/part time):	Full-time
Working hours:	40 hours a week (08:30-17:30; 12:00-13:00 lunch time)
Duty station:	Bishkek, Kyrgyz Republic
Reports to:	UNODC XACZ60 International Programme Coordinator

II. Organizational Context

Under the guidance and supervision of the International Programme Coordinator, the Project Associate provides assistance in activities related to the management, implementation and monitoring of the project activities ensuring high quality of work and accurate, timely and properly recorded/documented service delivery. The Programme Associate promotes a client, quality, and results-oriented approach.

The Project Associate works in close collaboration with the UNODC projects personnel as well as Operations Unit of UNODC Regional Office for Central Asia in Uzbekistan to ensure consistent service delivery.

On issues related to office management and administration, the Project Associate will report to the Head of the UNODC Programme Office in Kyrgyzstan.

III. Scope of work/Outputs/Timeline

1. Under the direct supervision of the international Programme Coordinator, the incumbent will:
 - ☐ Provide assistance in preparation, reviewing and consolidating the project budget; monitor and control implementation of the project budget; prepare briefing notes and other information materials on project documentation pertaining to the project.

- ☐ Provide administrative support to organization of conferences, workshops, retreats, study tours, etc.
- ☐ Ensure arrangement of travel and hotel reservations, preparation of travel authorizations.
- ☐ Liaise with ROCA Programme Support Unit as and when required in administrative/financial/personnel matters.
- ☐ Ensure timely preparation and updating of procurement plans for the Project needs.
- ☐ Prepare requests with all supporting documents for issuance of Purchase orders, contracts, subcontracts and other documents related to procurement of goods and services.
- ☐ Liaise with other UN agencies, national stakeholders and donor organizations participating in the project.
- ☐ Provide support in preparing sub-contracts, procurement matters and services in coordination with ROCA administration section.
- ☐ Ensure preparation and handling the routine correspondence related to general administration, procurement and personnel matters; faxes; memoranda and reports in accordance with UNDP rules and procedures.
- ☐ Ensure maintenance of files related to personnel, procurement, administrative, logistical, project matters.
- ☐ Assist in reviewing, analyzing and revising the budget; drafting annual budget proposals for the assigned project. Prepare briefing notes and other information materials on project expenditures;
- ☐ Provide assistance to the Audit and prepare necessary documents
- ☐ Draft substantive correspondence and ensure follow-up; select and make pertinent abstracts and undertake searches for information;
- ☐ Maintain filing and record keeping of all relevant documents of the project.
- ☐ Perform the duties of receiving goods ensuring appropriate segregation of duties in receiving and maintaining the inventory records.
- ☐ Provide support in identifying consultancy needs, recruitment process and expert mission as required.
- ☐ Perform other duties as required

2. Provides **support to office maintenance and assets management**, focusing on achievement of the following results:

- ☐ Monitoring the Inventory Records, maintain the records and files on assets management.
- ☐ Serves as a focal point for project assets.
- ☐ Maintenance of respective files and records relevant to Project/office maintenance.

3. Provides **support to knowledge building and knowledge sharing** in the UNODC Programme office

IV. Competencies and Critical Success Factors

Core values

Professionalism: Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Possesses up-to-date knowledge and practical experience of UN policies, guidelines and procedures.

Core competencies

Planning and Organizing:

Develops clear goals that are consistent with agreed strategies; identifies the priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjust plans and actions as necessary; uses time effectively.

Teamwork:

Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

IV. Recruitment Qualifications

Education:	Bachelor's Degree in law, international affairs, economics, management, social or political science, humanities, business administration, finance or any other relevant field
Experience:	<ul style="list-style-type: none">- Minimum of four years of progressively responsible administrative work closely related to support of programme/project activities and/or programme/project support experience.- Experience in international organizations or international companies is preferable.- Work experience in the projects related to border protection and counter narcotics is highly desirable.- Experience in the usage of computers and office software packages (MS Word, Excel, etc.).- Practical experience in procurement is an asset.
Language Requirements:	Fluency in English and Russian. Knowledge of Kyrgyz is an asset

V. Signatures- Post Description Certification

Incumbent (if applicable)

Name

Signature

Date

Cleared by: International Coordinator

Mr. Yusuf Kurbonov, UNODC International Programme Coordinator

Signature

Date

01.06.2022

Approved by;

Ms. Ashita Mittal, UNODC Regional Representative for Central Asia

Signature



Date

2.6.2022