



**UNITED NATIONS DEVELOPMENT PROGRAMME  
URUGUAY  
SERVICE CONTRACT TERMS OF REFERENCE**

## **I. Position Information**

Job Title: <b>Programme Assistant, Environment and Natural Resources Management</b>	Grade Level: SB3
Position Number:	Duty Station: Montevideo
Department: UNDP/RBLAC/Uruguay	Family Duty Station as of Date of Issuance: Yes
Reports to: Programme Analyst (Thematic Team Leader – NOA)	Date of Issuance:
Direct Reports: N/A	Closing Date:
Position Status: Non-Rotational	Duration and Type of Assignment: One year
Job Family: Programme Management	

## **II. Job Purpose and Organizational Context**

This job description is a direct response to UNDP's improved business model in Uruguay. It envisions a new office structure adapted to current and future needs of the country, underpinning its advisory and programmatic offer while at the same time delivering solid implementation support. It also promotes a more collaborative approach to work across the office and with external partners.

The new structure defines the skillsets required to position UNDP in the new NCC context, adding substantive value through thought leadership and innovation, mobilizing strategic resources and ensuring projects are implemented in a smooth, efficient and transparent manner. This also entails engaging on the most pressing and transformational development challenges of the country.

Through its portfolio, the CO has tailored localized integral solutions to specific sustainable development issues and is crafting methodologies and toolboxes to deploy and escalate them across the country. This strategy requires excellent programme management and an organizational structure that reinforces the entire programming life cycle including planning, implementation, oversight, monitoring and evaluation, communications and efficient operations. The new structure will strengthen UNDP's role as a learning organization 'fit-for-purpose' to deliver on Agenda 2030. It is designed to provide the foundation for the whole public policy life cycle with a special emphasis at sub-national level that, as an engagement strategy, is expected to allow new areas of joint work and resource mobilization.

Under the guidance and direct supervision of the Programme Analyst (Environment and Natural Resources Management), the Programme Assistant supports the design, planning and management of the thematic portfolio assigned and facilitates programme implementation. **S/he works in close collaboration with the Programme Finance and M & E Assistant in contributing to the support of the quality assurance of project/programme initiatives as well as the sound programme/project financial management of the assigned portfolio.**

The Programme Assistant interacts with the counterparts and project teams promoting a client-oriented approach consistent with UNDP rules and regulations. The Programme Assistant also works in close collaboration with the operations, programme and project teams in the CO and UNDP HQs staff for resolving programme-related issues and delivering information.

Incumbent is expected to display initiative, a positive approach and a strong client orientation. As such, s/he might be required to undertake other emerging tasks and additional duties as required by direct supervisor or senior management.



**UNITED NATIONS DEVELOPMENT PROGRAMME  
URUGUAY  
SERVICE CONTRACT TERMS OF REFERENCE**

### **III. Duties and Responsibilities**

#### **Summary of Key Functions:**

1. Implementation of Programme/Project Strategies
2. Support to quality assurance of the CO programme & Projects
3. Administrative/Financial Support to thematic programme team.
4. Support to Knowledge Management/Sharing

#### **1) Supports formulation of portfolio programme/project strategies and implementation of the Country Programme , focusing on achievement of the following results:**

- Collection, analysis and presentation of background portfolio-related information for preparation of CCA, UNCF, CPD, effective application of RBM tools and establishment of management targets (Balance Score Card or BSC).
- Presentation of background information for formulation of portfolio-related information for the country programme, draft project documents, work plans, budgets, proposals on implementation arrangements.

#### **2) Provides effective support to quality assurance of programme/project management of the thematic programme focusing on the following results:**

- Creation of projects in Atlas, preparation of required budget revisions, revision of project and output status, determination of unutilized funds, operational and financial close of a project.
- Provision of guidance to the implementing partners, projects' personnel and executing agencies on routine implementation of projects.
- Presentation of information for audit and HACT assurance activities of projects, supports implementation of audit recommendations on matters related to the portfolio.
- Liaise with Programme Finance Assistant and M & E Assistant in contributing to the support of the quality assurance of project/programme initiatives as well as the sound programme/project financial management of the assigned portfolio.
- Support the overall implementation of projects activities in the portfolio and their quality assurance, the observation of the Programme and Project Management (PPM) policies and procedures and overseeing the generation of analytics/reviews that measure quality standards and identifying potential trouble areas.

#### **3) Provides administrative/financial support to the thematic programme team focusing on achievement of the following results:**

- Review of NIM projects FACE Forms (direct payments, reimbursements and direct cash transfers); preparation of non-PO vouchers for development projects of the assigned portfolio.
- Liaise with implementing partners, HR Associate and Finance Associate in resource needs, recognition of donor contributions and project monthly payroll, assuring funds availability.
- 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 receipts in Atlas.
- Making budget check for requisitions, POs and vouchers, ensuring transactions have Valid status.

#### **4) 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.



**UNITED NATIONS DEVELOPMENT PROGRAMME  
URUGUAY  
SERVICE CONTRACT TERMS OF REFERENCE**

- Synthesis of lessons learnt and best practices in programme.
- Sound contributions to knowledge networks and communities of practice.

IV. Competencies and Selection Criteria	Description of Competency at Level Required (For more comprehensive descriptions please see the competency inventory)
In this section list <b>all</b> core competencies as well as the most relevant technical/functional competencies the role will require along with the appropriate level. A Detailed list of competencies can be accessed through the following link: <a href="https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx">https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx</a>	
<b>Core</b>	
<b>Innovation</b> <i>Ability to make new and useful ideas work</i>	Level 2: Analyzes complex technical materials (including data) and makes concise, relevant recommendations
<b>Leadership</b> <i>Ability to persuade others to follow</i>	Level 2: Proactively identifies new opportunities and challenges
<b>People Management</b> <i>Ability to improve performance and satisfaction</i>	Level 2: Takes ownership of responsibilities
<b>Communication</b> <i>Ability to listen, adapt, persuade and transform</i>	Level 2: Understands, explains and shares information on assigned tasks with accuracy and clarity
<b>Delivery</b> <i>Ability to get things done while exercising good judgement</i>	Level 2: Meets goals and timelines for delivery of products or services;
<b>Technical/Functional</b>	Detailed list of competencies can be accessed through <a href="https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx">https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx</a> and hiring managers are encouraged to familiarize themselves for more information
<b>Promoting Quality Assurance and Results-Based Management</b> <i>Ability to support the management of programmes and projects with a strategy aimed at improved performance and demonstrable results</i>	Level 2:Execute & Learn:Performs defined tasks efficiently and deepens knowledge of area of work
<b>Fundamental knowledge of processes, methods and procedures</b> <i>Understands the main processes and methods of work, possesses knowledge of organizational policies and procedures and applies them consistently in work tasks</i>	Level 2:Execute & Learn:Performs defined tasks efficiently and deepens knowledge of area of work
<b>Results-Based Management</b> <i>Ability to manage programmes and projects with a strategy aimed at improved performance and demonstrable results</i>	Level 2:Execute & Learn:Performs defined tasks efficiently and deepens knowledge of area of work
<b>Partnerships</b> <i>Ability to engage with other agencies, donors, and other development stakeholders and forge productive working relationships</i>	Level 2:Execute & Learn:Performs defined tasks efficiently and deepens knowledge of area of work
<b>Project Management</b> <i>Ability to plan, organize, and control resources, procedures and protocols to achieve specific goals t Management</i>	Level 2:Execute & Learn:Performs defined tasks efficiently and deepens knowledge of area of work



**UNITED NATIONS DEVELOPMENT PROGRAMME  
URUGUAY  
SERVICE CONTRACT TERMS OF REFERENCE**

<b>Knowledge Management</b> <i>Ability to efficiently handle and share information and knowledge</i>	Level 2:Execute & Learn:Performs defined tasks efficiently and deepens knowledge of area of work
<b>Client Orientation</b> <i>Ability to maintain effective client relationships</i>	Level 2:Execute & Learn:Performs defined tasks efficiently and deepens knowledge of area of work
<b>Data Measurement</b> <i>Ability to set goals and indicators and to interpret and synthesize results into usable information to inform policy, strategy, and/or action</i>	Level 2:Execute & Learn:Performs defined tasks efficiently and deepens knowledge of area of work
<b>Secondary</b>	
<b>Resource Mobilization</b> <i>Ability to identify and organize programmes and projects to implement solutions and generate resources (definition is unclear and not well linked to the stated competency)</i>	Level 2:Execute & Learn:Performs defined tasks efficiently and deepens knowledge of area of work

<b>V. Recruitment Qualifications</b>	
Education:	<ul style="list-style-type: none"> <li>• Secondary Education, preferably with specialized certification in Accounting and Finance.</li> <li>• University Degree in Law, Business and Public Administration, Economics, Political Sciences and Social Sciences would be desirable, but it is not a requirement.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• 5-6 years of progressively responsible administrative or programme management support experience is required at the national or international level working in national/multinational development programmes.</li> <li>• 2-3 years of relevant experience will suffice if in possession of a Bachelor's Degree.</li> <li>• Experience in the usage of computers and office software packages (MS Word, Excel, etc.).</li> <li>• Advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• Proficiency in Spanish and working knowledge of English.</li> </ul>