

VACANCY ANOUNCEMENT #5-2008



Title: Programme Assistant (SC 5-7) Strategic Area: Energy and Environment	Organizational Unit: UNDP Guatemala
	Area: Programme
Duration: Six months with possible extension	End date for application: Monday, April 14, 2008

MAIN RESPONSIBILITY:

Under the guidance of the Programme Analyst, the Programme Assistant provides programme support services ensuring high quality, accuracy and consistency of work.

The Programme Assistant works in close collaboration with the operations, programme and project staff in the CO and UNDP HQ as required to exchange information and support programme delivery.

SUMMARY OF KEY FUNCTIONS:

- ❑ Support to formulation of programme strategies and the Country Programme Action Plan: Collection, analysis and presentation of information for identification of areas for support and programme formulation/ implementation.
- ❑ Support to management of the CO programme: Creation of projects in Atlas, preparation of budget revisions, revision of project award and project status, determination of unutilized funds, operational and financial closure of a project. Presentation of information for audit of NEX projects.
- ❑ Administrative support to the Programme Unit: Preparation of non-PO vouchers for development projects. Maintenance of the internal expenditures control system including 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.
- ❑ Support to resource mobilization: Review of contributions agreement, managing contributions in Atlas.
- ❑ Support to knowledge building and knowledge sharing: Participation in the trainings for the operations/ projects staff on programme. Contributions to knowledge networks and communities of practice.

RECRUITMENT QUALIFICATIONS:

- Education:**
- ❑ Secondary Education preferably with specialized certification in Accounting and Finance.
 - ❑ University Degree in Environmental Studies or Social Sciences would be desirable.

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- Experience:**
- ❑ 3 to 5 years of relevant 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 knowledge of spreadsheet and database packages, experience in handling of web based management systems.
- Language Requirements:**
- ❑ Fluency in Spanish and English.
- Values:**
- ❑ Demonstrates integrity by modeling the United Nation's values and ethical standards
- Competences and additional skills**
- ❑ Shares knowledge and experience
 - ❑ Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills
 - ❑ Ability to perform a variety of standard tasks related to Results Management, including screening and collecting of programme/ projects documentation, projects data entering, preparation of revisions, filing, provision of information
 - ❑ Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems
 - ❑ Focuses on result for the client and responds positively to feedback
 - ❑ Consistently approaches work with energy and a positive, constructive attitude

Interested candidates should meet all requirements and submit application letter, enclosing CV, P11 form, salary history, personal and work-related references, and any other documentation supporting qualifications and experience. Please ensure that application is sent to the following address no later than Monday, April 14, 2008.

- a) Sealed envelope quoting as reference: "Programme Assistant", 5a Avenida 5-55, Zona 14, Edificio Eurolaza, Torre IV, Nivel 10, OR
- b) By e-mail to recursos.humanos@undp.org.gt

Kindly submit your application to ONLY ONE of the options quoted above. Only pre-selected candidates will be contacted. Your understanding is appreciated.

We invite wide participation in compliance with human development policy of promoting equal opportunities from the gender and inter/multicultural perspectives.