

Posting Title : Associate Programme Management Officer,NOB
Job Code Title : Associate Programme Management Officer
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 16 July 2021-14 August 2021
Job Opening number : 21-PGM-RSCE-158226-R-ENTEBBE (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org .Setting And Reporting

The Department of Operational Support (DOS) was established to provide end-to-end operational support, advisory services and other solutions to operating entities across the Secretariat, including departments, offices away from headquarters, peace operations, and regional commissions.

The Regional Service Centre in Entebbe, Uganda (RSCE), was established in July 2010, following the adoption of General Assembly resolution 64/269. The Centre provides efficient, client-oriented and scalable services with the goal of moving transactional, non-location dependent administrative functions to the Centre from its client entities. This includes transactional elements of human resources, finance, multimodal movement and control, personnel and cargo transport and information and communications technology (ICT) support. In addition to these services, the Office of the Chief RSCE and support offices through the Deputy Chief RSCE provides overall guidance on the operations of the RSCE including strategic planning, communication, budgeting, human resources management, property management, quality assurance and business intelligence, conference services, record keeping and archive management, and audit response and risk management.

For more information, please visit <https://rsce.unmissions.org>.

This position is located in the Regional Service Centre Entebbe (RSCE) in the Strategic Planning and Capacity Building Unit. The Associate Programme Management Officer will report to the Chief Strategic Planning and Capacity Building Unit. The focus of the Associate Programme Management Officer is to support the planning, implementation, monitoring and evaluation of cross-cutting and strategic programmes and projects within the Centre.

Responsibilities

Under the direct supervision of the Programme Manager, the incumbent will perform the following functions:

1. Participate in the development and roll-out of locally tailored cross-cutting strategic initiatives including but not limited to capacity building, knowledge management, business continuity, and multilingualism at the RSCE and with close coordination with counterparts in DOS, KJSO, and DMSPC.
2. Prepare project related documents, including project initiation documents, progress reports, inter-office memoranda, high-level presentations to senior management
3. Work with clients and counterparts to facilitate the development, implementation and evaluation of assigned programmes/projects; Monitor and analyze specific aspects of programme/project development and implementation; Review relevant documents and reports; Identify issues to be addressed and recommend corrective actions; Liaise with relevant parties; Identify and track follow-up actions.
4. Carry out basic research on selected aspects of programmes, operations and other activities to include collecting, analyzing and presenting statistical data and other information gathered from diverse sources.
5. Provide substantive support for policy coordination and evaluation functions, including the review and analysis of emerging issues and trends that are relevant to the Centre.
6. Assist in performing consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change.
7. Initiate and develop surveys; design data collection tools; review, analyze and interpret responses, identify problems/issues and prepare preliminary conclusions.
8. Provide administrative and substantive support to consultative and other meetings, conference, to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics.
9. Undertake outreach activities; participate in the development of training workshops, seminars, participate in and make presentations on assigned topics/activities.
10. Coordinate and consolidate reporting, preparation of annual work plan and budget and consolidation of inputs from relevant project managers.
11. Perform other duties as may be assigned.

Competencies

• **Professionalism:** exhibited ability to execute a broad range of cross-cutting programmes including capacity building and language training programmes, and operationalizing high level initiatives. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using surveys, interviews, and brainstorming sessions. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

• **Communication:** Speaks and writes clearly and effectively; listens to others, correctly

interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

- Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies 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 adjusts plans and actions as necessary; uses time efficiently.

- 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.

Education

Advanced university degree (Master's degree or equivalent) in Business Administration, Management, Economics, Public Administration or a related field. A first level university degree with a combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of two (2) years of progressively responsible experience in project or programme management, administration or related area is required.

Experience with UN system or similar International organizations is desirable.

Experience in implementing cross-cutting projects at the national or regional levels is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. Fluency in English is required. Knowledge of French is desirable.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

- This post is funded for an initial period of one year and may be subject to extension.
- This position is open to eligible nationals of Uganda only.
- The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.
- Staff Members are subject to the authority of the Secretary-General and to assignment by

him or her. In this context, all Staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion,

revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.