

Job Opening Reference: RSCE/TJO/PM/005/02-2019

Issuance Date: 22 February 2019

Deadline Date: 8 March 2019

Type of contract: Temporary Appointment

Duration: 6 months (further extension subject to successful performance and extension of mandate)

Department: RSCE

Scheduled date for taking up appointment: ASAP

Title: Associate Programme Management Officer	Grade: NO-B	Duty Station: Entebbe, Uganda
<u>PLEASE NOTE THAT THIS IS A LOCALLY-RECRUITED POSITION, RESTRICTED TO UGANDAN NATIONALS AND/OR LEGAL RESIDENTS OF UGANDA</u>		
Women are strongly encouraged to apply		

- Qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming).

Organizational Setting and Reporting Relationship.

The United Nations Regional Service Centre in Entebbe is a shared service center for supporting UN field missions and offices in Africa. This position is in the Strategic Planning Unit. The Associate Programme Management officer will report to the Programme Management Officer.

1. Main Duties and Responsibilities:

Within limits of delegated authority, the Associate Programme Management Officer will be responsible for the following duties:

- Work with key clients 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 problems and issues to be addressed and recommend corrective actions; Liaise with relevant parties; Identify and track follow-up actions.
- 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.
- Provide substantive support for policy coordination and evaluation functions, including the review and analysis of emerging issues and trends in the area of mission support.
- 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.
- Participate in survey initiatives; assist with design of data collection tools; issue data collection tools, review, analyze and interpret responses, identify problems/issues and prepare preliminary conclusions.
- Contribute to the preparation of various written outputs, e.g. project reports, draft background papers, analytical notes, sections of reports and studies, input to publications.
- 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.

- Undertake outreach activities; participate in the development of training workshops, seminars, participate in and make presentations on assigned topics/activities.
- Participate in field missions, including provision of substantive and administrative support, data collection.
- Coordinate activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements) and preparation of related documents/reports (pledging, work programme, programme budget).
- Coordinate and consolidate donor reporting; Coordination of the preparation of annual work plan and budget and consolidation of inputs from relevant project managers.
- Support procurement process; maintain the knowledge management database.
- Perform other duties as may be assigned

2. Competencies:

- **Professionalism:** Ability to perform a broad range of administrative functions, e.g., budget/work planning, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. Shows pride in work and in achievements; 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.

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

Minimum of (2) two years of progressively responsible experience in Project/Programme Management, development, related area and a master's degree or equivalent, or 4 years of work experience in relevant area with a first university degree (bachelor's degree) is required. Project proposal/Grant writing experience is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required.

ADDITIONAL IMPORTANT COMMENTS.

Please note that failure to comply with the below will render your application invalid for this process.

1. All applicants must apply using a Personal History Profile generated from INSPIRA (visit <https://inspira.un.org>) after the job opening has been posted and well before the deadline stated in the job opening.
2. All applications must be accompanied by the following which MUST be provided at the time of submission:

- Signed Personal History Profile (PHP) as generated from INSPIRA (visit <https://inspira.un.org> to generate an account and the PHP) submitted as a PDF or JPEG attachment to the document.
 - Latest performance evaluation report (for internal UN Candidates).
 - Copy of relevant diploma.
 - Copies of other relevant certificates.
3. PLEASE NOTE THAT ONLY APPLICATIONS SUBMITTED TO THE EMAIL ADDRESS: rsce2-recruitment@un.org WILL BE CONSIDERED. NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.
 4. PLEASE ENTER THE REFERENCE OF THE JOB OPENING IN THE SUBJECT LINE OF YOUR E-MAIL.
 5. Evaluation of qualified candidates will include an assessment exercise which may be followed by competency-based interview.
 6. Each applicant must bear in mind that submission of incomplete or inaccurate applications will render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission.
 7. This position is funded for an initial period of 6 months and may be subject to extension based on availability of funds and operational needs. The position is OPEN TO NATIONALS OF UGANDA AND / OR LEGAL RESIDENTS OF UGANDA ONLY.
 8. PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.