

Posting Title : PROGRAMME MANAGEMENT OFFICER, P3  
Job Code Title : PROGRAMME MANAGEMENT OFFICER  
Department/ Office : Regional Service Centre at Entebbe  
Location : ENTEBBE  
Posting Period : 2 December 2020-15 January 2021  
Job Opening number : 20-PGM-RSCE-141334-R-ENTEbbe (M)  
Staffing Exercise : N/A

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

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### **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.

The Strategic Planning and Capacity Building Unit is located in the pillar of the Director RSCE. The Programme Management Officer at this level reports to the Chief of Strategic Planning and Capacity Building Unit. The focus of the Programme Management Officer is to support the planning, implementation, monitoring and evaluation of strategic programmes and projects within the Centre.

### **Responsibilities**

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

- Participates in the development, implementation and evaluation of assigned programmes/projects, of the RSCE; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Participate in providing guidance for the development and roll-out of locally tailored cross-cutting strategic initiatives including but not limited to knowledge management, capacity building, business continuity, and multilingualism at the RSCE and with close coordination with counterparts in DOS, KJSO, and DMSPC.
- Drafting project-related documents, including project initiation documents, progress reports, inter-office memoranda, high-level and technical reports to senior management.
- Researches, analyzes and presents information gathered from diverse sources, prepares various written outputs, drafts project documents and progress reports.
- Plans and coordinates activities related to RSCE budget, RBB and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.)
- Lead RSCE workforce planning and develop guidelines, including the review and analysis of issues and trends, preparation of impact evaluation or equivalent studies, etc.
- Conducts regular workforce planning and gap analysis comparing the findings of the workforce analysis with current number of staff and regularly prepares and implements recruitment and capacity building strategy for the RSCE workforce.
- Undertakes outreach activities; facilitate planning and training workshops, seminars, etc.; makes presentations on assigned topics/activities.
- Performs consulting assignments, in collaboration with the RSCE client missions, by planning and facilitating workshops, through other interactive sessions and assisting in developing the action plans that RSCE will use to manage the change.
- Lead preparation and coordination of the RSCE Business Continuity Planning and Risk Management Framework ensuring regular updates and identifying mitigating measures and their implementation as per the framework.
- Undertakes survey initiatives; designs data collection tools; reviews, analyzes and interprets responses, identifies problems/issues and prepares conclusions.
- Prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Provides programmatic support for conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Performs other duties as required.

## **Competencies**

Professionalism –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 - Strong communication and analytical skills are required for this position. 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 or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of five (5) years of progressively responsible experience in project or programme management, administration or related area is required.

Experience in PRINCE2 or project management methodologies is required.

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

Experience with UN system or similar International organizations is desirable.

### **Languages**

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

### **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.
- 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.