

Posting Title : Programme Management Assistant, G6
Job Code Title : Programme Management Assistant
Department/ Office : Office of Internal Oversight Services
Location : ENTEBBE
Posting Period : 24 March 2021-22 April 2021
Job Opening number : 21-PGM-OIOS-152072-R-ENTEBBE (X)
Staffing Exercise : N/A

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

Org .Setting And Reporting

The position is located in the Peacekeeping Section of the Inspection and Evaluation Division (IED), Office of Internal Oversight Services (OIOS) in Entebbe, Uganda. The incumbent works as a member of an evaluation team and reports to a Chief of Section.

The Office of Internal Oversight Services is an independent office reporting to the Secretary-General and to the General Assembly. The Inspection and Evaluation Division focuses on the conduct of independent inspections and evaluations on behalf of the Secretary-General and the Member States. IED inspections and evaluations are meant to assist intergovernmental bodies and programme managers in assessing the relevance, efficiency, effectiveness, and impact of Secretariat programmes. In accordance with its mandate, set forth in General Assembly resolution A/RES/48/218 B (and later resolutions A/RES/54/244 and A/RES/59/272), the role of IED is to help assure the accountability of Secretariat programmes for attaining their mandates, while in the process foster institutional learning and improvement, through reflection by programmes and Member States on performance and results.

Responsibilities

The Programme Management Assistant will be responsible for the following duties:

- Provide assistance in support of planning and implementation processes for the inspections and programme/project initiatives
- Research, compile, analyse, summarize, and present basic information/data on specific programmes/project in order to facilitate an in-depth analysis of data by evaluation officers. Assemble and examine statistics and other data relevant to evaluation topics by identifying the subject areas, sources of data, their reliability and compatibility, and means for their

aggregation and further analysis. As directed by supervisors, prepare succinct summaries and extracts of information related to a specific aspect or area of evaluation

- Assist in the coordination of project planning and preparation in the conduct of inspections, in-depth and thematic evaluations; monitor their status of proposals; take necessary action to ensure project documents are completed and submitted to relevant parties for approval
- Assist in the preparation and analysis of programme/project budget proposals; provide assistance in the interpretation of budget guidelines; review and coordinate submissions of programme proposals and budget estimates, ensuring that requisite information is included and justified in terms of proposed activities; propose adjustments as necessary; prepare reports and ensure that outputs/services are properly categorized. Prepare inspections, in-depth and thematic evaluation reports for final processing as General Assembly documents, as required by the Department for General Assembly and Conference Management. Oversee the finalization of the outgoing reports
- Assist in the monitoring and follow up on recommendations from the inspections, in-depth and thematic evaluations; update the internal database, carry out periodic status reviews, identify issues and initiate requisite follow-up actions; prepare revised budget estimates; report on budget revisions, expenditures and obligations; verify availability of funds; ensure necessary approval and entry in computerized budget system; initiate financial authorizations for expenditures
- Collaborate with programme/project managers on performance reporting; liaise with relevant parties on the interpretation of the activities; provide assistance on reporting requirements, guidelines, rules and procedures, and ensure completeness and accuracy of data submitted
- Draft programme/project summaries, coordinate review and clearance process, and coordinate with editor, translation services, etc. on finalization and publication of report in multiple languages
- Draft correspondence and communications related to inspections and evaluations of programme/project administration, including workplan and budgets, revisions and other related issues, as well as prepare unit contributions for a variety of periodic reports
- Serve as focal point for coordination, monitoring and expedition of programme/project implementation activities, involving extensive liaison with diverse organizational units to initiate requests, maintain and expand contacts with Secretariat departments, offices, funds and programmes, as well as other UN agencies, relevant non-UN entities; obtain necessary clearances; process and follow up on administrative actions, and resolve issues related to project implementation, e.g. recruitment and appointment of personnel/consultants, travel arrangements, organization of and participation in training/workshops, processing of payments, procurement of equipment and services, etc.; assist with identifying, contacting and arranging meetings with evaluation focal points during the conduct of inspections and evaluations; prepare summary reports and notes to file in such a manner that they reflect the most important points discussed and attribute them to participants; take notes for the entry and exit conferences during the conduct of an inspection and evaluation
- Prepare, maintain and update files (electronic and paper) and internal databases; generate a variety of periodic and ad hoc reports, statistical tables, graphic content, and other background materials/notes to facilitate inspections, evaluations and other reviews
- Perform other duties as assigned

Competencies

•**PROFESSIONALISM:** Ability to conduct research and retrieve materials from various sources, and maintain accurate records and process a wide variety of data. Ability to identify and resolve data discrepancies; possession of good analytical and problem-solving skills. Knowledge of the Financial Regulations and Rules of the United Nations. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

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.

CLIENT ORIENTATION: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Education

High school diploma or equivalent is required. Must have passed the United Nations Administrative Support Assessment Test (ASAT) or the Global General Service Test (GGST) at Headquarters or an equivalent locally-administered test at Offices away from Headquarters.

Work Experience

A minimum of seven years of experience in programme management or related area is required.

Experience working with Enterprise Resource Planning (ERP) application, such as SAP or a similar software, is desirable.

Experience working with Human Resource Management Systems (HRSM), such as Oracle PeopleSoft or a similar software, is desirable.

Experience working with Excel or a similar spreadsheet application is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of another official language of the United Nations is desirable.

Assessment

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

Special Notice

This post is financed by the Support Account for Peacekeeping Operations. The appointment, or assignment, and renewal thereof are subject to the availability of the post or funds, budgetary approval, or extension of the mandate.

Appointment against this position is for an initial period of one year.

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment.

Passing the Global General Service Test (GGST) is a prerequisite for recruitment consideration in the General Services and related categories in the United Nations Secretariat. Applicants who have not passed the GGST at the time of application may be invited for the test after submitting an application. Having passed the Administrative Support Assessment Test in English at the United Nations Headquarters, Economic Commission for Africa, Economic and Social Commission for Western Asia, United Nations Office at Geneva, United Nations Office at Vienna, International Criminal Tribunal for Rwanda or International Criminal Tribunal for the former Yugoslavia, or the United Nations Accounting or Statistical Assistant Examination at the United Nations Headquarters may be accepted in lieu of the GGST.

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.

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

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.

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.