Programme Management – Senior Assistant at United Nations Office for Project Services (UNOPS)

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Job Description

The United Nations Office for Project Services is an operational arm of the United Nations, dedicated to implementing projects for the United Nations System, international financial institutions, governments and other partners in the aid world.

Functional Responsibilities

Support to Programme implementation

Contribute to day-to-day support to programme/project implementation and ensuring conformity to expected results, outputs, objectives and work-plans;

Assist the National Coordinator (NC) in prescreening project concepts and project proposals, and evaluate the financial part of the project proposals;

Assist the NC in development and revision of grant application forms and other management tools, requirements of the programme and other SGP documents;

Advise potential grantees on project preparation processes and guidelines, and report to NC and NSC on project development activities, as required;

Provide day-to-day support and guidance to new and ongoing projects and its grantees, as required;

Assist the NC in project implementation, monitoring and evaluation, including participation in field visits;

Support on organization and preparation of minutes of NSC meetings and other SGP events;

Maintain contacts and professional working relationship with NGOs, governmental institutions, donors, other SGP stakeholders;

Assist NC in reporting regularly to both UNDP Regional Technical Advisor (RTA) and Upgraded Country Programme (UCP) Global Coordinator, the Central Programme Management Team (CPMT), UNOPS and United Nations Development Programme Country Office (UNDP CO), and assist NC in timely preparation of annual monitoring survey, and other UCP, CPMT, UNOPS surveys and reports as required;

Draft memos and other operational documents on behalf of NC, and respond to queries on SGP programme matter;

Regularly update and maintain SGP project database as well as stakeholders' database.

Financial Management

Provide guidance, review, and control the accuracy of supporting documentation of projects' interim and final financial reports, such as invoices, and advise the NC as required

Process payment requests from grantees and vendors through obtaining necessary clearances and authorizations and ensuring payments are effected promptly, and in accordance with SGP Standard Operating Procedures ;

Maintain close working contact with respective UNOPS Regional Focal Point and seek her/his support, advice and guidance on how better to operate OneUNOPS in accordance with SGP SOPs, if needed.

In collaboration with the NC, maintain financial integrity of the programme, implement and monitor accounting system and databases of SGP country operational budget;

Prepare and maintain the grant disbursement table and calendar; as well as track the Country Operating Budget to ensure compliance with the approved yearly budget.

Draft annual SGP Country office administrative and project budget proposals;

Management of the Petty Cash account with proper documentation and proper tractable records.

Enter, extract, transfer data from OneUNOPS and SGP database and produce reports as required;

Follow up of travel arrangements and DSA payments for NC and NSC members

Provide other financial reports as required.

Administrative Functions

Procure office supplies, equipment, and furniture adhering to SGP SOPs procurement rules and regulation;

Manage and organize everyday office work.

Establish a proper filing system, maintain SGP country office administrative, financial, and management files and update them with original documentation or copy of the original documentation as necessary. Special focus on:

Establish and maintain a separate folder with all NSC meetings signed minutes that approve new SGP granted project

Establish and maintain projects filing system containing original MOAs and amendments, original or copies of interim and final reports with all supporting documents, and mission reports or evaluation documents.

Establish and maintain financial folder for all SGP country office financial transactions.

Maintain personnel files, performance evaluation reports, leave records, and other pertinent personnel/consultant records

Draft routine correspondence and communications and establish filing system to record communications with local stakeholders;

Prepare background information and documentation, update data relevant to the programme areas and compile background material for the NC and NSC;

Ensure flow of information and dissemination of materials with all concerned;

Maintain an updated inventory of all physical assets and register all inventory in the asset inventory sheet.

Provide logistical and administrative support to visiting missions, travel arrangements, and meetings for the NC, NSC, adhering to SGP SOPs procurement rules and regulation;

Knowledge Management and Communication

Actively support the SGP country office in the efforts on knowledge management, knowledge networking and visibility of SGP;

In accordance with SGP branding guidelines, support NC and NSC in the efforts towards proper recognition of SGP in any KM & Communication material produced by SGP grantees or stakeholders.

Facilitate the organization of SGP advocacy events, workshops, stakeholders' dialogues and round-tables;

Assist in drafting articles and publications with proper recognition of SGP;

Participate at events for SGP information dissemination purposes

Maintain, update or provide valid SGP information for the SGP website, SGP Global database and UNDP CO website.

Requirements

Education requirements:

A high school diploma is the minimum academic requirement of this role.

University degree, preferably in Business Administration or an environmental or social science field is desirable.

Required experience:

At least five years of progressively responsible experience in administrative or programme management support, including financial reporting;

Desirable experience (the following experience is optional candidates who do not have it are welcome to apply)

Previous working experience with a UN agency is an asset;

Previous experience working within project management and/or project management support is an asset;

Previous experience working with local, rural communities is an asset.

Language requirements:

Fluency in English and Kiswahili is required.

Knowledge of other UN languages is considered an asset.

Other Skills:

Good communications and interpersonal skills essential;

Excellent drafting and analytical skills required.

Good knowledge of budget control and financial management.

IT skills

Excellent knowledge of MS Office, database and Internet use.

Nationality:

The candidate should be a national or naturalized citizen of the country.

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