

## Project Associate

[Apply Now](#)

Company: Fuzu

Location: Nairobi

Category: other-general

### Job Summary

Contract Type:

Sign up to view job details.

### Position Purpose

Under the overall guidance and supervision of the Project Manager, the Project Associate provides the overall administration and execution of varied and inter-related operational and logistical project activities in the Country Office, ensuring high quality and accuracy of work.

The Project Associate coordinates with and supervises the Project Support Associate engaged in the project and liaises with the County Project Officers on administrative, finance and procurement related issues at the counties. The Project Associate promotes a client, quality, and results-oriented approach. The Project Associate works in close collaboration with the Operations, Programme and projects staff in the CO and other UN agencies staff to exchange information and ensure consistent service delivery.

UNDP adopts a portfolio approach to accommodate changing business needs and leverage linkages across interventions to achieve its strategic goals. Therefore, UNDP personnel are expected to work across units, functions, teams, and projects in multidisciplinary teams to enhance and enable horizontal collaboration.

### Competencies

#### Core Competencies:

Achieve Results: LEVEL 2: Scale up solutions and simplifies processes, balances speed and accuracy in doing work.

Think Innovatively: LEVEL 2: Offer new ideas/open to new approaches, demonstrate systemic/integrated thinking.

Learn Continuously: LEVEL 2: Go outside comfort zone, learn from others and support their learning.

Adapt with Agility: LEVEL 2: Adapt processes/approaches to new situations, involve others in change process.

Act with Determination LEVEL 2: Able to persevere and deal with multiple sources of pressure simultaneously.

Engage and Partner: LEVEL 2: Is facilitator/integrator, bring people together, build/maintain coalitions/partnerships.

Enable Diversity and Inclusion: LEVEL 2: Facilitate conversations to bridge differences, considers in decision making

### **Technical and Cross-functional Competencies:**

#### **Business Management: Customer Satisfaction/Client Management:**

Ability to respond timely and appropriately with a sense of urgency, provide consistent solutions, and deliver timely and quality results and/or solutions to fulfil and understand the real customers' needs.

Provide inputs to the development of customer service strategy.

Look for ways to add value beyond clients' immediate requests.

Ability to anticipate client's upcoming needs and concerns.

#### **Business Management:**

##### **Communication:**

Ability to communicate in a clear, concise, and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience.

Ability to manage communications internally and externally, through media, social media and other appropriate channels.

## **Operations Management:**

Ability to effectively plan, organize, and oversee the Organization's business processes in order to convert its assets into the best results in the most efficient manner.

Knowledge of relevant concepts and mechanisms.

## **Administration and Operations:**

### **Assets management:**

Knowledge of policy & procedures on PP&E; ability to prepare financial statements on PP&E; maintain Asset Management Module in ERP, Asset Dashboard; develop supporting tools for assets certification and further enhancements for AM module; design and run training programs, etc. on assets management and assets recording; run AP-AM interface; perform AP-AM-GL reconciliation; perform analytical review of AM reports and asset information to ensure completeness and accuracy of asset information.

### **Building, facilities & office space management**

Knowledge and ability negotiate technical agreements to ensure fully operational building infrastructure and services; design policy & procedure (POPP) for premises and facilities including space standards; manage premises and facilities; validate.

### **Events management (including retreats, trainings, and meetings):**

Ability to manage events, including venue identification, accommodation, logistics, catering, transportation, and cash disbursements, etc.

## **Required Skills and Experience**

### **Education:**

Secondary Education, preferably with specialized certification in Administration, Programme, Accounting or Finance;

University Degree in Business Administration, Finance, Commerce, Economics, Public Administration, or equivalent field will be given due consideration.

Certifications in Administration and Procurement are desirable.

### **Experience:**

Minimum of 7 years (with high school diploma) or 4 years (with bachelor's degree) relevant experience in administration or programme support services;

4 years of experience in supporting complex projects with multiple partners;

Experience in the use of data packages and web-based management systems;

Solid record of satisfactory delivery on projects and continuous positive feedback from clients;

Experience with the UN or other international organizations is desirable.

**Language:**

Fluency in English and Kiswahili.

**Responsibilities**

**Duties and Responsibilities**

**Ensure Implementation of Operational Strategies in alignment with governing rules and regulations and with a focus on consistency and quality:**

Ensure full compliance of administrative activities with UN/UNDP rules, regulations, policies, and strategies as well as the Peacebuilding Fund (PBF) Guidelines;

Develop CO administrative business processes mapping and elaboration of the internal standard operating procedures (SOPs);

Prepare administrative results-oriented workplans in collaboration with the project team including those at the county levels;

Elaborate proposals and implement cost saving and reduction strategies in consultations with the project team and UNDP management.

**Provide support for effective administrative and financial control in the project:**

Present thoroughly researched information for planning of financial resources for administrative services. Assist in the preparation of budget, audit, and other reports; and provide researched information and reports for audit exercises;

Implement the control mechanism for administrative services, maintain administrative control records such as commitments and expenditures, and ensure compliance with business continuity requirements;

Review, research, verify and reconcile a variety of data and reports ensuring accuracy and conformance with administrative rules and regulations;

Review of data integrity in the database, control programme; analyze results and initiate corrective actions when necessary;

Review travel authorizations, documentation, payments;

Ensure proper planning and tracking of common services budget and of Agencies' contributions to the common services account. Submit information on administrative services provided for cost-recovery bills.

**Ensure appropriate and required administrative and logistical support is provided to the project team at the Nairobi duty station and at the county levels:**

Coordinate the provision of reliable and quality office supplies;

Coordinate and supervise, travel, events management, administrative surveys, transportation services and insurance, space management, and procurement of supplies;

Provide support for protocol matters, registration of staff, space, coordination with county authorities, and other administrative matters;

Ensure maintenance of common services to ensure integration of common services activities and implementation of the UN reform.

**Facilitate knowledge building and sharing within the Teams:**

Organize training for the operations/projects staff on administration. The training should also target county level staff as well as implementing partners receiving funds from the project;

Provide sound contributions to knowledge networks and communities of practice.

The incumbent performs other duties within their functional profile as deemed necessary for the efficient functioning of the project and the Organization.

**Supervisory/Managerial Responsibilities** : Supervises the Project Support Associate closely collaborating with county level staff in Mandera, Garissa and Wajir counties.

[Apply Now](#)

## Cross References and Citations:

1. Project Associate Realestatejobsnearme Jobs NairobiRealestatejobsnearme ↗
2. Project Associate Biomedicaljobs Jobs NairobiBiomedicaljobs ↗
3. Project Associate Beijingjobs Jobs NairobiBeijingjobs ↗
4. Project Associate Searcheuropeanjobs Jobs NairobiSearcheuropeanjobs ↗
5. Project Associate Findfreelancerjobs Jobs NairobiFindfreelancerjobs ↗
6. Project Associate Expertiniworldtech Jobs NairobiExpertiniworldtech ↗
7. Project Associate Bankingjobsnearme Jobs NairobiBankingjobsnearme ↗
8. Project Associate Gynecologistjobs Jobs NairobiGynecologistjobs ↗
9. Project Associate LaboratoryjobsJobs NairobiLaboratoryjobs↗
10. Project Associate OsakajobsJobs NairobiOsakajobs↗
11. Project Associate Australiacareers Jobs NairobiAustraliacareers ↗
12. Project Associate MontrealjobsJobs NairobiMontrealjobs↗
13. Project Associate Dataanalyticsjobs Jobs NairobiDataanalyticsjobs ↗
14. Project Associate Thejobsnearme Jobs NairobiThejobsnearme ↗
15. Project Associate Schooljobsnearme Jobs NairobiSchooljobsnearme ↗
16. Project Associate RiskmanagementjobsJobs NairobiRiskmanagementjobs↗
17. Project Associate OfficerjobsJobs NairobiOfficerjobs↗
18. Project Associate Europejoblistings Jobs NairobiEuropejoblistings ↗
19. Project associate Jobs Nairobi ↗
20. AMP Version of Project associate ↗
21. Project associate Nairobi Jobs ↗
22. Project associate Jobs Nairobi ↗
23. Project associate Job Search ↗
24. Project associate Search ↗
25. Project associate Find Jobs ↗

Source<https://ke.expertini.com/jobs/job/project-associate-nairobi-fuzu-efb1aa42e1/>

Generated on: 2024-05-02 by Expertini.Com