

UNITED NATIONS JOINT PROGRAMME ON HIV/AIDS

JOB DESCRIPTION

Duty Station: Chisinau, Moldova

The identified job description is submitted for classification of recruitment.

POST NUMBER	CURRENT FUNCTIONAL TITLE Programme & Finance Assistant	SECTION/UNIT
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SECTION A: To be completed by the incumbent (if any) of the post. If post is vacant, or if incumbent cannot complete description, it may be completed by the supervisor.

1. Summary of principal functions:

Under direct supervision of the UNAIDS Country Coordinator the incumbent substantively contributes to the effective management of UNAIDS activities in the areas related to HIV/AIDS at the country level. He/she processes financial and administrative procedures, by making procurements, requests for payment, issue of contracts. The Programme and Finance Assistant contributes to the delivery of UNAIDS programmes by monitoring results achieved in the implementation. Under the guidance of the Programme Coordinator, he/she ensures the appropriate application of systems and procedures and suggests enhancements if necessary.

The P&F Assistant is responsible for facilitating the work of consultants, advisors and experts and assists in establishing and maintaining collaborative relationships with counterparts in government, multi lateral and bi-lateral donor agencies and civil society to address emerging issues.

He/she shall be responsible for assisting in collecting and sharing of information, maintaining reports and preparing documentation and correspondence pertaining to programme activities.

2. Major duties and responsibilities: Describe, in order of importance. What is done Why and How is done. Indicate the approximate percentage of time devoted to each function.

FUNCTIONS	FREQUENCY	PER CENT OF ANNUAL WORKLOAD
Provides inputs to the formulation and design of the country programme and its component projects in line with Government priorities and according to UNAIDS programme policies and procedures. Contributes to ensuring the quality of programme/project design incorporating lessons learned, newly developed policies	Daily	10 %

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and best practices and establishing appropriate execution and monitoring mechanisms and systems.		
2. Analyzes and interprets the political, social and economic environment relevant to HIV/AIDS and identifies opportunities for UNAIDS assistance and intervention. Keeps abreast of new policy developments and strategies analyzing policy papers, strategy documents, national plans and development frameworks and prepares briefs and inputs for policy dialogue, technical assistance coordination and development frameworks. Maintains electronics archive of project documents and relevant reports. Prepares and maintains records, documents and control plans for the monitoring of project/programme implementation.	Daily	15 %
3. Analyzes and reports on programme and project progress in terms of achieving results, using existing monitoring and evaluation tools. Identifies constraints and resource deficiencies and recommends corrective action. Monitors projects expenditures and disbursements to ensure delivery is in line with approved project budgets and to realize targeted delivery levels.	Daily	10 %
4. Provides assistance with regards to the implementation of the programme activities: develops, supports and assists in the organization of the meetings and activities of the UN TG on HIV/AIDS, prepares seminars, workshops, training sessions, prepares and coordinates field visits for the missions in cooperation with programme, NGOs and government departments.	Daily	10 %
5. Expedites and coordinates project implementation establishing collaborative relationships with executing agencies, experts, government counterparts and other UN agencies facilitating timely and efficient delivery of project inputs and addressing training needs of project personnel.	Daily	5 %
6. Helps create and document knowledge about current and emerging HIV/AIDS trends, by analyzing programmes, projects, strategies, approaches and ongoing experience for lessons learned, best practices, and shares with management for use in knowledge sharing and planning future strategies.	Daily	5 %
7. Assists advocacy and resource mobilization efforts of the Country Office by preparing relevant documentation, i.e. project summaries, conference papers, speeches, donor profiles and participating in donor meetings and public information events.	Daily	5 %

8. Maintains UNAIDS Documentation Centre, orders and distributes published documents from HQ. Assists with the maintenance of the UN TG on HIV/AIDS website.	Daily	5%
9. Contributes to the preparation of reports, project documents and submissions to the Government and UN TG on HIV/AIDS and other counterparts by collecting information from and reviewing programme records and relevant documents. Prepares periodic and ad-hoc reports on programme and UN TG on HIV/AIDS activities. Arranges for recording and administrative processing of government requests.	Daily	20 %
10. Collects statistical and other information from government offices, NGOs and international organizations for use by the supervisor. Prepares background information for use in discussions with the Government and other organizations.	Regularly	5 %
10. Drafts and replies to routine correspondence relevant to fields of work and ensures follow-up. Clears correspondence in accordance with established procedures and accuracy of statements before being signed by the supervisor. In this context, may be required to prepare translations.	Regularly	5 %
11. Keeps track of the operational office budget and finance transactions.	Regularly	5 %

<p>3. Impact of work: Indicate the kind of decision or recommendations made and how they affect other persons or the work of the organization.</p> <p>The work of the Programme & Finance Assistant comes in support to the UNAIDS programming efforts at the country level. Recommendations and decisions will have an impact on the overall direction, structuring and implementation of the programs. Work involves tasks requiring the selection, general interpretation and assembly of information and data for the execution of recurring patterns of work based on knowledge of standard practice and requiring a choice of methods to use or course to follow in performing specific assignments. Requires a thorough knowledge of the related work in own office and general knowledge of similar work in other offices. Some assignments involve adjustments of computerized equipment, instruments and devices to perform numerous operations.</p>		
<p>4. Work relationships: Indicate the purpose, level and frequency of contacts with others.</p> <p>a) Inside the Organization (Indicate if inside or outside the Programme or Office)</p>		
Functional Title and level	Purpose	Frequency

UNAIDS CC	Supervision, receive assignments and guidance.	Daily
Chief Administrative Section	Supervision, guidance and clarify work problems.	Daily
HIV/AIDS Focal Points from other UN Agencies	Exchange of information necessary to carry out work or provide service; coordination of duties; solving of mutual problems.	Daily
Other UNDP Office and project staff, UN Agencies staff	UN Country Team, CCA/UNDAF, Programme Associate meetings, etc.	Often

b) Outside the Organization

Functional Title	Purpose	Frequency
Vendors, Suppliers, Insurance companies	Contacts relevant to procurement of goods and services.	Frequently
Ministry of Finance and Department of Customs Control	Contacts relevant to customs clearance, customs policies and procedures.	Frequently
Institutions working in HIV/AIDS	Information exchange, data request, reports formulation, consultations.	Frequently
Other Government Officials	As required – to exchange information necessary to carry out work or provide service	Occasionally

5. Responsibility for work of others: Indicate the number, title and level of those for whose work the incumbent is responsible. Describe the nature of responsibility, such as distribution and review of work, training, approval of leave performance appraisal, etc.

NUMBER	TITLE	LEVEL	NATURE OF
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			RESPONSIBILITY
1	Clerk/Driver		Supervision, coordination, guidance as appropriate.
2	Communication Officer		Supervision, guidance, support with proper documentation
3	Project staff		Supervision, guidance, support with proper documentation

6. Physical Environment

a) Working conditions: Describe the conditions of the work place, presence of disagreeable elements, risks or hazards to which the incumbent is exposed.

The incumbent of this post is exposed on a daily basis to the responsibility of office activities. Part of the time in the office will be spent on administrative/logistics and communication.

b) Physical demands: Describe the physical requirements of the job, such as lifting heavy loads, walking, standing, bending or other types of exertion. Indicate the extent and frequency of required exertion.

No special physical demands are required in this job.

7. Guidelines:

a) Indicate the rules, regulations, manuals, procedures, precedents, instructions, policies or other guidelines- written or unwritten - which apply to the work.

Manual on Operations Management; Finance Manual; Personnel Manual; Staff Rules and Regulations; Administrative Circulars; HIV/AIDS Programming; Scaling up Access to Treatment for PLHA.

b) Describe the extent to which the incumbent is permitted to interpret or deviate the guidelines, or to propose or establish new guidelines.

Guidelines and instructions are generally applicable; incumbent is required to use established rules; interpretation is sometimes required to apply to a specific assignment; supervision is maintained by the immediate supervisor. Work is continuously assigned and requires continuous responsibility. Incumbent is required to use initiative.

SECTION B: To be completed by the supervisor of the post.

1. Purpose: Describe the overall purpose, objectives or goals of the post.

To provide support to the Programme by assisting in maintaining and keeping information of programme matters, keep appropriate control of programmes development and implementation, keep track of expenditures and non-expendable equipment, coordinate activities pertaining to the UN TG on HIV/AIDS.

2. Review of work of incumbent: Describe the way work is assigned (e.g. specific assignment or continuing responsibility, etc.) and the extent of review (whether by the supervisor or others) while in progress or upon completion.

Work is continuously assigned and of continuous responsibility and is supervised depending on the nature of the duties assigned. Guidance and supervision is required, also, due to the nature of the work, there is sometimes a need for review and discussion with supervisor to study individual cases on general administrative matters.

3. Qualifications required performing assigned work:

a) Knowledge/skills: Indicate the kind and extent of knowledge and skills required to perform work, operate equipment and apply results.

Completion of Higher Education, ability to follow instructions and understand UN and UNAIDS procedures, rules and regulations, ability to operate personal computer and other office equipment. Must be a conscientious, experienced, preferably with experience working in programs/projects pertaining to HIV/AIDS issues. Some knowledge in communication will be an asset.

The following specific skills should be developed:

- Contributing to advocacy/ advancing of a policy-oriented agenda;
- Utilizing results-based programme development and management;
- Leveraging the resources of national governments and partners/ Building strategic alliances and partnerships;
- Innovation and marketing of new approaches;
- Resource mobilization.

b) Experience and training: Indicate the type and length of practical experience and training required to perform assigned work.

Excellent managerial skills, experience in implementing projects in coordination with governmental and non-governmental organizations. Experience of working in a busy office, unsupervised, ability to work under pressure, prioritize work and use personal initiative. Fluency in Romanian, Russian and English is compulsory combined with good writing skills.

c) Language requirements: Identify the languages required and nature of their use (e.g. typing, correction of grammar and punctuation, informal translation).

Fluency in Romanian, Russian and English is compulsory combined with good writing skills.