



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Code Title: GFATM Programme and Administrative Associate	Current Grade: New position
Position Number:	Proposed Grade: ICS 6
Department: Global Fund	Approved Grade:
Reports to: Programme Specialist-GFATM	Position Classified by: Mariyam Nazra, Human Resources Analyst (as taken from Generic Job Description)
Position Status: (Non-Rotational)	Classification Approved by: Arun Kashyap, Officer in charge

II. Organizational Context

Under the guidance supervision of the Programme Specialist of the Global Fund Programme Management Unit the Programme and Administrative Associate ensure effective delivery of the Global Fund Project by supporting programme implementation consistent with UNDP rules and regulations.

The Programme and Administrative Associate works in close collaboration with the operations, programme and projects' staff in the CO with guidance from UNDP HQs to provide support services for the Sub-Recipients of the GFATM Project and to resolve programmatic and finance-related issues through effective communication.

BACKGROUND

UNDP is a key partner to the GFATM and is the UN agency assuming the role of **Principal Recipient (PR)** of GFATM grants in selected countries. In its role as Principal Recipient, UNDP is responsible for the financial and programmatic management of the GFATM grant as well as for the procurement of health and non-health products. In all areas of implementation, it provides capacity development services to sub-recipients (SR) and implementing partners.

III. Functions / Key Results Expected

Summary of Key Functions:

- ❑ Support to the implementation of the programme strategies in line with the Global Fund Project and National Aids Strategic Plan of the Ministry of Health and Family
- ❑ Support to management in planning, implementation and advocacy of the GF project and all activities assigned to the HIV PMU
- ❑ Administrative support to the Programme Management Unit
- ❑ Supports resource mobilization and partnership building
- ❑ Effective communication and facilitation of knowledge building and knowledge sharing

1. Support to formulation of programme strategies and implementation in line the work plan and budget of Global Fund and the National AIDS Strategic Plan of the MoH:

- ❑ Ensure working procedures related to the management of GFATM project are adhered to by Sub-Recipients and oversee their compliance during the duration of the project.
- ❑ Assist in advising the Sub Recipients and partners on strategies to be put in place to facilitate results-based implementation of programme activities.
- ❑ Assess the programmatic impact and oversee the appropriateness and the accuracy of methods use to implement, verify progress and the results in line with the Global fund work plan and budget

2. Provides effective support to planning, implementation and advocacy on the achievement of the following results:

- ❑ Assist in Coordinating with the Country coordinating Mechanism (CCM) and other external local stakeholders, assist in activities of the UN Theme Group HIV AIDS, and assist in advocacy activities.
- ❑ Assist in development of project concepts related to planning and implementation of the project
- ❑ Assist in assessing needs of Government and Non-Governmental Organization (NGO) partners and assist in reinforcing capacities for effective programme implementation.
- ❑ Ensure that projects managed by NGOs and partners are executed according to workplan and within established budgets.
- ❑ Timekeeping, attention to deliverables expected of Global Fund.

3. Provides **administrative support to the Programme Unit** focusing on achievement of the following results:

- ❑ Ensure timely submission of financial and activity reports by the SR's as well as adequate financial management of allocated resources.
- ❑ Ensure with Finance Associate that financial reconciliations are consistent with SR workplans and budgets and coordinate arrangements for internal and external audits.
- ❑ Oversee timely preparation of reports for UNDP and coordinate with the Local Fund Agent (LFA).

<ul style="list-style-type: none"> ❑ Timely corrective actions on pending financial and procurement activities in collaboration with Finance Associate, Finance and Procurement Units ❑ Effective and well-planned coordination with UNDP Operation services to ensure that expected results are delivered in a timely manner.
<p>4. Supports resource mobilization and partnership building with various stakeholders focusing on achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Assist in developing effective partnerships with civil society and ensuring multisectoral response ❑ Track and reporting on mobilized resources. Review of contributions agreement, managing contributions in Atlas.
<p>5. Effective communication to Global Fund, UNDP HQ, and Sub-Recipients. Facilitation of knowledge building and knowledge sharing</p> <ul style="list-style-type: none"> ❑ Organization of trainings for the operations/ projects staff on programme with guidance from management and International Technical Advisors ❑ Share experience/ best practices on the UNDP- GFATM partnership network. Review and adoption of lessons learnt and best practices from other Global Fund Countries and projects where UNDP act as PR. ❑ Assist in the development of UNDP GF communications plan, overall BCC campaign and Sub-Recipients communication networks.

IV. Impact of Results
<p>The key results have an impact on the overall performance of the Programme Unit and success in implementation of programme strategies. Accurate analysis, data entry and presentation of information ensure proper programme implementation along with problem solving skills.</p>

V. Competencies and Critical Success Factors

Corporate Competencies:

- ❑ Demonstrates commitment to UNDP's mission, vision and values.
- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- ❑ Shares knowledge and experience
- ❑ Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- ❑ Ability to perform a variety of specialized tasks related to Results Management, including support to design, planning and implementation of programme, managing data, reporting.
- ❑ Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems
- ❑ Good knowledge of Results Management Guide and Toolkit

Leadership and Self-Management

- ❑ Focuses on result for the client and responds positively to feedback
- ❑ Consistently approaches work with energy and a positive, constructive attitude
- ❑ Remains calm, in control and good humored even under pressure
- ❑ Demonstrates openness to change and ability to manage complexities

Prince2 training and certification, RMG would be critical.

VI. Recruitment Qualifications	
Education:	<ul style="list-style-type: none">• Secondary Education, preferably with specialized certification in Accounting and Finance.• University Degree in Business or Public Administration, Economics, Public Health and Social Sciences would be desirable, but it is not a requirement.
Experience:	<ul style="list-style-type: none">• 5 to 6 years of progressively responsible administrative or programme experience is required at the national or international level• 1-2 years of experience in the field of HIV/AIDS would

	<p>be desirable</p> <ul style="list-style-type: none"> • Experience with Non-Governmental Organizations (NGOs) and development aid
Language Requirements:	<ul style="list-style-type: none"> • Good written and oral communication, interpersonal skills, team oriented work style, interest, experience of working in multi-cultural environment, and can work with minimum supervision • Fluent in English and Dhivehi.
Others:	<ul style="list-style-type: none"> • Sound knowledge of financial and administrative procedures. • Proficient in Windows XP, Windows 2000 and Windows 95/98 and experience in handling web based management systems; • Strong analytical skills; • Efficient, Reliable and able to deliver results in a timely manner.

VII. Signatures- Job Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date