

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience, and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.



UNDP Maldives invites qualified and interested candidates to apply for the position of Programme and Administrative Associate in the Global Fund (GFATM) project.

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.

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.

Requirements:

- 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.
- 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 be desirable
- Experience with Non-Governmental Organizations (NGOs) and development aid
- 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
- 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.

Remuneration and contract details

The assignment is for 12 months with possibility of extension. Monthly salary: Mf. 11100.00 depending on qualification and experience.

For further requirements and detailed job description/terms of reference, qualified candidates are invited to visit UNDP's <http://www.mv.undp.org>

Deadline for applications is 5 November 2009. Applications with CV, completed P11 forms, copies of academic certificates, recommendation letters and copy of National ID card should be submitted to UNDP email: vacancies.mv@undp.org OR forwarded under confidential cover to the "HR Analyst, UNDP, UN Building, Male', Maldives". P11 forms can be downloaded from <http://www.mv.undp.org>.

UNDP will not accept incomplete applications. Interviews will be granted only to short- listed candidates. UNDP will only be able to respond to those applicants in whom there is further interest.