

FIXED TERM CONTRACTS



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UNITED NATIONS DEVELOPMENT PROGRAMME NAMIBIA JOB DESCRIPTION

I. Position Information

Job code title:	Operations Analyst
Pre-classified Grade:	NOB
Supervisor :	DRR (P & O)

II. Organizational Context

The Namibia CO underwent a realignment exercise over the past six months, which resulted in a smaller CO but with a tighter and more integrated focus. Thus, it is imperative that the members of the team be excellent team players, have the capacity to work well together, and step in and perform other functions when required to support the diverse needs of the CO. Therefore, the CO is looking for individuals who are self-starters, possess a variety of skills and are able to promote a good working ambiance while delivering effective results that enhance the visibility of the office.

Under the guidance of DRR the Operations Analyst acts as an advisor to Senior Management on all aspects of CO management and operations. This includes strategic financial and human resources management, efficient procurement and logistical services, ICT and common services consistent with UNDP rules and regulations. The main role is to lead the operations, ensuring smooth functioning of the CO/programmes/projects operations, consistent services delivery and constant evaluation and readjustment of the operations to take into account changes in the operating environment as and when needed. In the new change management environment, the Operations Analyst is entrusted with the identification of solutions and synergies with the Regional Service Centre in Addis and other corporate support offices while ensuring compliance with the ICF and corporate policies and procedures. Importantly, the Operations Analysts acts as the focal person for services being provided from the Regional Hub in Addis Ababa and ensures that this support is seamlessly integrated with the residual operational functions in Namibia.

The Operations Analyst leads and guides the Country Office (CO) Operations Team and fosters collaboration within the team, with programme staff and with other UN Agencies and a client-oriented approach. The Operations Analyst works in close collaboration with programme and project teams in the CO, operations staff in other UN Agencies, UNDP

III. Functions / Key Results Expected

Summary of key functions:

- Implementation of operational strategies
- Management of financial processes
- Management of HR processes (internal and projects)
- Management of procurement and logistical processes.
- Management of Information and communication technology services.
- Support to common services organization and management, and collaboration in the establishment of partnerships with other UN Agencies

1. Ensures the **elaboration and implementation of operational strategies** focusing on the achievement of the following results:

- ❑ Full compliance of operations activities with UN/UNDP rules, regulations and policies, implementation of corporate operational strategies, establishment of management targets (BSC), office budget (IWP), and monitoring of achievement of results.
- ❑ Manages collaboration arrangements with current and potential partners, and client relationship management system for resource mobilization purposes and appropriate operational partnership arrangements.
- ❑ Analyzes CO business processes mapping and operating environment and contributes to internal Standard Operating Procedures (SOPs) in Finance, Human Resources Management, Procurement, Logistical and ICT services, in particular the Service Level Agreement with the Regional Hub in Addis Ababa.
- ❑ Monitoring timely readjustment of the operations, and provides inputs on legal considerations and risk assessment.
- ❑ Ensures facilitation of knowledge building and sharing with regards to operations processes in the CO, highlighting lessons learnt/best practices, and sound contributions to UNDP knowledge networks and communities of practice.
- ❑ Manages and approves ATLAS user profiles, ensuring total compliance with ICF.

2. Manages and guides **financial processes** for the CO focusing on achievement of the following results in close collaboration with the back-office support function in the Regional Hub:

- ❑ Implementation of proper planning, expenditure tracking and audit of financial resources, including extra-budgetary income in accordance with UNDP rules and regulations.
- ❑ Performance of Level 2 Approving Officer in Atlas for voucher and Treasury

<p>transactions approvals, Approval of pending disbursements as the “third authority” (checks, bank transfers, EFT).</p> <ul style="list-style-type: none"> ❑ Management of cost-recovery mechanisms including billing for CO services provided to projects and UN Agencies, including ensuring the preparation of proforma invoices for UN agencies. ❑ Organization and oversight of CO cash management processes, including liquidity management, recommendation of imprest level, risk assessment, bank relationship management; timely accounting of all transactions, security for cash assets on site. ❑ Monitoring of financial exception reports for unusual activities, transactions and investigation of anomalies or unusual transactions. Provision of information to supervisors and other UNDP staff at HQ of the results of the investigation when satisfactory answers are not obtained. ❑ Member of bank signatory panel. Transaction and stop payment approval on internet banking system. ❑ All financial transactions are identified, recorded and verified in compliance with IPSAS as outlined in the corporate policies and procedures. ❑ Monitoring of corporate Financial Management tools (Executive snapshot, Atlas Finance Dashboard, IPSAS Dashboard, BID, Resource Monitoring tools etc ❑ Oversight of periodic accounts closure ❑ Vendor Management and approval
<p>3. Manages the implementation of human resources processes (internal and projects) focusing on achievement of the following results in close collaboration with the back-office support function in the Regional Hub:</p> <ul style="list-style-type: none"> ❑ Full compliance of HR activities with UN rules and regulations, UNDP policies, procedures and strategies; effective implementation of the internal control, proper design and functioning of the HR management system. ❑ Implementation of the strategic approach to recruitment in the CO, , forecast of the staffing needs, performance evaluation and staff career development management. ❑ Effective interface with the Regional Hub services to facilitate timely recruitment processes in accordance with UNDP rules and regulations contracts management. ❑ Elaboration and implementation of the performance management process, facilitation of the process, elaboration of performance evaluation indicators in consultation with the Senior Management. ❑ Elaboration and Implementation of CO’s Learning Strategy. ❑ Effective interface with the Regional Hub services to manage contracts in and outside Atlas, monitoring and tracking of all transactions related to positions, recruitment, HR data, benefits, earnings/deductions, retroactivity, recoveries, adjustments and separations through Atlas. ❑ Support to the organization and coordination of comprehensive and interim local salary, hardship and place-to-place surveys in coordination.
<p>4. Manages and guides procurement and logistical services focusing on achievement of the following results in close collaboration with the back-office support function in the Regional Hub:</p>

- ❑ CO compliance with corporate rules and regulations in the field and contributes to the elaboration of the CO procurement strategies including sourcing strategy, supplier selection and evaluation, quality management, customer relationship management, e-procurement promotion and introduction, performance measurement.
- ❑ Contributes to the elaboration of the CO contract strategy including tendering processes and evaluation, guiding the management of contracts and contractor and legal implications for procurement transactions that will be carried out by the Country Office directly.
- ❑ Supervision of procurement processes and logistical services for transactions that will be carried out by the Country Office directly in accordance with UNDP rules and regulations, OM acting as Level 1 Approving officer in Atlas for Purchase orders approvals.
- ❑ Effective interface with the Regional Hub services to coordinate procurement transactions that will be carried out by the Regional Hub.
- ❑ Proper management of UNDP assets, facilities and logistical services, including full compliance with IPSAS in the accounting for the procurement, utilization and disposal of the CO's assets.

5. Supervises the provision of **information and communication technologies services** focusing on achievement of the following results:

- ❑ Use of Atlas functionality for improved business results and improved client services.
- ❑ Analyzes and identifies opportunities to ameliorate business processes into web-based systems to enhance efficiency and accountability and ensure the maintenance of a secure, reliable ICT infrastructure environment and adequate planning for recoveries.
- ❑ Research and identification of systems and applications for optimal content management, knowledge sharing, information provision and learning including e-registry, web-based office management system, etc.

6. Supports **common services organization and management, establishment of partnerships with other UN Agencies** focusing on achievement of the following results:

- ❑ Maintenance of coordinating machinery to assist in the implementation of activities on common services and implementation of the UN reform.
- ❑ Implementation of harmonized approach to common services management with analysis of requirements and elaboration of proposals on common services based on best operational practices
- ❑ Proper planning and tracking of common services budget and of Agencies contributions to the common services account.

IV. Impact of Results

The key results have an impact on the overall economy, efficiency, and effectiveness of CO operations as it relates to the use of corporate resources in the following areas:

- Financial services
- Human Resources (Internal and outsourced for projects)
- Procurement and logistical services
- ICT
- Common Services and the implementation of the UN agenda on common services and joint procurement.

V. Competencies and Critical Success Factors

Functional Competencies:

Building Strategic Partnerships

Level 1.2: Maintaining a network of contacts

- Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues
- Establishes and nurtures positive communication with partners

Promoting Organizational Learning and Knowledge Sharing

Level 1.2: Basic research and analysis

- Generates new ideas and approaches, researches best practices and proposes new, more effective ways of doing things
- Documents and analyses innovative strategies and new approaches
- Identifies and communicates opportunities to promote learning and knowledge sharing

Job Knowledge/Technical Expertise

Level 1.2: Fundamental knowledge of own discipline

- Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Analyzes the requirements and synthesizes proposals
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work

assignments

Promoting Organizational Change and Development

Level 1.2: Basic research and analysis

- Researches and documents 'best practices' in organizational change and development within and outside the UN system
- Demonstrates ability to diagnose problems and identifies and communicates processes to support change initiatives
- Gathers and analyses feedback from staff

Design And Implementation of Management Systems

Level 1.2: Research and analysis and making recommendations on management systems

- Maintains information/databases on system design features
- Develops simple system components

Client Orientation

Level 1.2: Establishing effective client relationships

- Researches potential solutions to internal and external client needs and reports back in a timely, succinct and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Establishes, builds and sustains effective relationships within the work unit and with internal and external clients
- Actively supports the interests of the client by making choices and setting priorities to meet their needs
- Anticipates client needs and addresses them promptly

Promoting Accountability and Results-Based Management

Level 1.2: Basic monitoring

- Gathers, analyzes and disseminates information on best practice in accountability and results-based management systems

Core Competencies:

- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others.

Promoting learning and knowledge management/sharing is the responsibility

- of each staff member.**
- Informed and transparent decision making
- UNDP Certification programmes Prince2, Procurement, HR, Accounting and Finance**

VI. Recruitment Qualifications	
Education:	Masters Degree or equivalent in Business Administration, Public Administration, Finance, Economics or related field
Experience:	<p>2 years of relevant experience at the national or international level in providing management advisory services and/or managing staff and operational systems and establishing inter-relationships among international organization and national governments.</p> <p>Experience in the usage of computers and office software packages, experience in handling of web based management systems and ERP systems, preferably PeopleSoft. Experience of accrual accounting, IPSAS or IFRS is highly desirable.</p> <p>Must have strong familiarity with IPSAS.</p>
Language Requirements:	Fluency in written and spoken English. A second UN language is desirable.

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



UNITED NATIONS DEVELOPMENT PROGRAMME NAMIBIA

I. Position Information

Job code title:	Finance Associate
Pre-classified Grade:	ICS-7
Supervisor :	Operations Analyst

II. Organizational Context

The Namibia CO underwent a realignment exercise over the past six months, which resulted in a smaller CO but with a tighter and more integrated focus. Thus, it is imperative that the members of the team be excellent team players, have the capacity to work well together, and step in and perform other functions when required to support the diverse needs of the CO. Therefore, the CO is looking for individuals who are self-starters, possess a variety of skills and are able to promote a good working ambiance while delivering effective results that enhance the visibility of the office.

Under the guidance and direct supervision of the Operations Analyst, the Finance Associate provides leadership in execution of financial services in the Country Office (CO) ensuring effective and transparent utilization of financial resources and integrity of financial services. The Finance Associate promotes a client-oriented approach consistent with UNDP rules and regulations.

The Finance Associate supervises and leads the support staff of the Finance Unit. The Finance Associate works in close collaboration with the operations, programme and project teams in the CO and UNDP HQs and Regional Hub staff to resolve complex financial management and operational-related issues and information delivery.

The Finance Associate works in close collaboration with Regional Hub support unit to secure financial support services as per the agreed division of labor in the Service Level Agreement (SLA). In addition to directly managing financial transactions as per the SLA, the Regional Hub will provide strategic and operational guidance and active support to the finance associate.

III. Functions / Key Results Expected

Summary of Key Functions:

- ❑ Administration and implementation of operational and financial management strategies
- ❑ Administration of budgets and effective cost recovery
- ❑ Accounting, finance and administrative support
- ❑ CO cash management
- ❑ Facilitation of knowledge building and knowledge sharing

2. Ensures **administration and implementation of operational strategies, adapts processes and procedures** focusing on achievement of the following results in close collaboration with the back-office support function in the Regional Hub:

- ❑ Full compliance with UN/UNDP rules, regulations, and policies of financial activities, financial recording/reporting system and follow-up on audit recommendations; implementation of effective internal controls, proper functioning of a client-oriented financial resources management system.
- ❑ Ensure that all Finance related actions are performed based on the SLA prepared by the Regional Hub in the framework of the remote support to the country office.
- ❑ CO Finance business processes mapping and elaboration of the content of internal Standard Operating Procedures in Finance in consultation with office management.
- ❑ Implementation of cost sharing and trust fund agreements, elaboration of conditions of contributions within the CO resource mobilization efforts.
- ❑ Elaboration of proposals and implementation of cost saving and reduction strategies in consultations with office management.

2. Ensures **administration of budgets and functioning of the optimal cost-recovery system** focusing on achievement of the following results in close collaboration with the back-office support function in the Regional Hub:

- ❑ Preparation and modifications of budgets for UNDP projects, follow up with HQs on authorized spending limits (ASL) for management projects.
- ❑ Establishment of criteria for pro-ration of Agencies contributions to the common services account, preparation and modifications of the common services budget and follow up on timely recovery of payments.
- ❑ Implementation of the control mechanism for development projects through monitoring budgets preparation and modifications, budgetary status versus ASL, follow up with HQs on ASL for development projects, maintenance of the General Ledger.
- ❑ Sending project budget to KK if authorized by the Senior Management.
- ❑ Support to the preparation of thoroughly researched information for planning of financial resources of the CO, reports containing analysis of the financial situation.
- ❑ Timely preparation of cost-recovery bills in Atlas for the services provided by,

elaboration and implementation of the income tracking system and follow up on cost recovery.

3. Provides **accounting and administrative support** to the Finance Unit focusing on achievement of the following results in close collaboration with the back-office support function in the Regional Hub:

- ❑ Proper control of the supporting documents for payments, review of financial reports for NIM projects.
- ❑ Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas; payrolls are duly prepared; travel claims, MPOs and other entitlements are duly processed.
- ❑ Coordination and review of accounts closure
- ❑ Timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers. Timely response to HQ requests to resolve financial data issues.
- ❑ Maintenance of the Accounts Receivables for UNDP projects and follow up with partners on contributions.
- ❑ Timely VAT reimbursements, payment of GLOC by the Government.
- ❑ Proper receipting of goods and services and establishment of accruals.

4. Ensures proper **CO cash management functioning** focusing on achievement of the following results in close collaboration with the back-office support function in the Regional Hub:

- ❑ Timely review of cash position for local accounts to ensure sufficient funds on hand for disbursements. Timely identification and recording of receipts for income application.
- ❑ Daily review of zero-balance account bank statements in Atlas to monitor imprest level; identification and recording of contributions.
- ❑ Alternate to Operations Analyst as primary contact with local bank management on routine operational matters including negotiation of exchange rate on replenishment.
- ❑ Approval and submission of monthly UN exchange rate report to Treasury.
- ❑ Performing Paycycle manager role in Atlas.
- ❑ Timely preparation of monthly cashflow forecast for use by Operations Analyst. Liaison with UN Agencies to obtain estimate of their cash requirements.
- ❑ Alternate as cashier for cash disbursements made on site.

5. Ensures **facilitation of knowledge building and knowledge sharing** in the CO focusing on achievement of the following results in close collaboration with the back-office support function in the Regional Hub:

- ❑ Organization of training for the operations/programme/projects staff on financial management.
- ❑ Synthesis of lessons learnt and best practices in financial management.
- ❑ Sound contributions to knowledge networks and communities of practice.

IV. Impact of Results

The key results have an impact on the overall CO efficiency in financial resources management and success in implementation of operational strategies. Accurate analysis and presentation of financial information enhances UNDP's credibility in use of financial resources and proper financial process management. The information provided facilitates decision making of the management.

V. Competencies and Critical Success Factors

Functional Competencies:

Building Partnerships

Level 1.1: Maintaining information and databases

- ❑ Analyzes general information and selects materials in support of partnership building initiatives
- ❑ Tracks and reports on mobilized resources

Promoting Organizational Learning And Knowledge Sharing

Level 1.1: Basic research and analysis

- ❑ Researches best practices and poses new, more effective ways of doing things
- ❑ Identifies and communicates opportunities to promote learning and knowledge sharing

Job Knowledge/Technical Expertise

Level 1.1: Fundamental knowledge of processes, methods and procedures

- ❑ Understands the main processes and methods of work regarding to the position
- ❑ Possesses knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks (broad range of specialized knowledge related to financial resources management, including formulating budgets, maintaining Accounts Receivables and Accounts Payables, reporting).
- ❑ Identifies new and better approaches to work processes and incorporates same in own work
- ❑ Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- ❑ Demonstrates good knowledge of information technology and applies it in work assignments

Promoting Organizational Change and Development

Level 1.1: Presentation of information on best practices in organizational change

- ❑ Documents 'best practices' in organizational change and development within and outside the UN system
- ❑ Demonstrates ability to identify problems and proposes solutions

Design and Implementation of Management Systems

Level 1.1: Data gathering and implementation of management systems

- ❑ Uses information/databases/other management systems
- ❑ Makes recommendations related to work procedures and implementation of management systems

Client Orientation

Level 1.1: Maintains effective client relationships

- Reports to internal and external clients in a timely and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Establishes, builds and sustains effective relationships within the work unit and with internal and external clients
- Responds to client needs promptly

Promoting Accountability and Results-Based Management

Level 1.1: Gathering and disseminating information

- Gathers and disseminates information on best practice in accountability and results-based management systems
- Maintains databases

Core Competencies:

- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others. **Promoting learning and knowledge management/sharing is the responsibility of each staff member.**
- Informed and transparent decision making

VI. Recruitment Qualifications	
Education	Secondary Education, with specialized certification in Accounting and Finance. University Degree in Finance, Business or Public Administration desirable, but it is not a requirement. Part-qualified accountants from an internationally recognized institute of accountancy will have a distinct advantage.
	UNDP Accountancy & Finance Test required
Experience:	7 years of progressively responsible finance and accounting experience is required. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems and ERP financials, preferably PeopleSoft. Knowledge of IPSAS and/or IFRS required.
Language Requirements:	Fluency in the UN and national language of the duty

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



I. Position Information	
Job code title:	Programme Finance Associate
Pre-classified Grade:	ICS-6
Supervisor:	Deputy Resident Representative

II. Organizational Context
The Namibia CO underwent a realignment exercise over the past six months, which

resulted in a smaller CO but with a tighter and more integrated focus. Thus, it is imperative that the members of the team be excellent team players, have the capacity to work well together, and step in and perform other functions when required to support the diverse needs of the CO. Therefore, the CO is looking for individuals who are self-starters, possess a variety of skills and are able to promote a good working ambiance while delivering effective results that enhance the visibility of the office.

Under the overall guidance and supervision of the Deputy Resident Representative (DRR), the Programme Finance Associate ensures effective execution of financial services and processes in the Country Office (CO) and transparent utilization of financial resources. The Programme Finance Associate promotes a client-oriented approach consistent with UNDP rules and regulations.

The Programme Finance Associate works in close collaboration with the Operations, Programme, Management Support and Business Development staff in the CO and UNDP HQ and the projects' staff for resolving finance-related issues and exchange of information. This includes collaboration – when relevant - with the Regional Hub support unit.

III. Functions / Key Results Expected

Summary of key functions:

- ❑ Administration and implementation of programme/operations and financial management strategies
- ❑ Support to management of the CO programme, administration of budgets and functioning of the optimal cost-recovery system.
- ❑ Accounting, finance and administrative support
- ❑ Facilitation of knowledge building and knowledge sharing

3. Ensures **administration and implementation of programme/operations and financial management strategies, adapts processes and procedures** focusing on achievement of the following results:

- ❑ Full compliance with UN/UNDP rules and regulations and other relevant policies on financial recording/reporting system and follow-up on audit recommendations; implementation of effective internal controls, proper functioning of a client-oriented financial resources management system.
- ❑ Provision of inputs for implementation of cost-saving and reduction strategies in consultation with the office management.
- ❑ In collaboration with the Regional Hub support unit, preparation of cost sharing, and trust fund agreements, follow up on contributions within the CO resource mobilization efforts.

2. Provides effective support to **management of the CO programme, administration of budgets and functioning of the optimal cost-recovery system** focusing on achievement of the following results in close collaboration with the back-office support function in the Regional Hub:

- ❑ Support the presentation of information for formulation of country programme work plans, budgets, proposals on implementation arrangements and execution modalities. Entry of data of new grants into Atlas in the form of Annual Work Plans (AWPs), monitoring of their status.
- ❑ Provision of guidance to the executing agencies on routine implementation of projects, tracking use of financial resources.
- ❑ Accuracy verification of Combined Delivery Reports.
- ❑ Provision of information for the audit of NIM/DIM projects, implementation of audit recommendations.
- ❑ Implementation of the control mechanism for development projects through monitoring of budgets preparation and modifications
- ❑ Tracking and reporting on mobilized resources.
- ❑ Preparation of reports.
- ❑ Assists in the preparation of cost-recovery bills in Atlas for the services provided by, elaboration and implementation of the income tracking system and follow up on cost recovery.

3. Provides **accounting and administrative support to the Programme Finance Unit** focusing on achievement of the following results in close collaboration with the back-office support function in the Regional Hub:

- ❑ Proper control of the supporting documents for payments and financial reports for NIM/DIM projects; preparation of PO and non-PO vouchers for development projects.
- ❑ Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas; payrolls are duly prepared and processed; travel claims, MPOs and other entitlements are duly processed
- ❑ Tracking and reporting of mobilized resources
- ❑ Timely corrective actions on erroneous data in Atlas. Preparation of financial reports as required.
- ❑ Support of NIM Audits and HACT assessments and M&E strategies
- ❑ Monitoring of Agency SCA/ IOV transactions

4. Ensures **facilitation of knowledge building and knowledge sharing** in the CO focusing on achievement of the following results:

- ❑ Systematic gaining and sharing of knowledge and experience related to programme management.
- ❑ Organization of training for the office staff on programme/operations related issues.
- ❑ Synthesis of lessons learned and best practices in programme finance.

- ❑ Sound contributions to knowledge networks and communities of practice.

IV. Impact of Results

The key results have an impact on the overall CO efficiency in programme financial resources management and success in implementation of programme/operations strategies. Accurate analysis and presentation of financial information enhances UNDP position as a strong development partner. The information provided facilitates decision making of the management.

V. Competencies and Critical Success Factors

Functional Competencies:

Building Partnerships

Level 1.1: Maintaining information and databases

- ❑ Tracks and reports on mobilized resources

Promoting Organizational Learning And Knowledge Sharing

Level 1.1: Basic research and analysis

- ❑ Researches best practices and poses new, more effective ways of doing things
- ❑ Identifies and communicates opportunities to promote learning and knowledge sharing

Job Knowledge/Technical Expertise

Level 1.1: Fundamental knowledge of processes, methods and procedures

- ❑ Understands the main processes and methods of work regarding to the position
- ❑ Possesses knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks (specialized knowledge related to financial resources management, including formulating budgets, maintaining Accounts Receivables and Accounts Payables, reporting).

- ❑ Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- ❑ Demonstrates good knowledge of information technology and applies it in work assignments

Promoting Organizational Change and Development

Level 1.1: Presentation of information on best practices in organizational change

- ❑ Documents ‘best practices’ in organizational change and development within and outside the UN system
- ❑ Demonstrates ability to identify problems and proposes solutions

Design and Implementation of Management Systems

Level 1.1: Data gathering and implementation of management systems

- ❑ Uses information/databases/other management systems
- ❑ Makes recommendations related to work procedures and implementation of management systems

Client Orientation

Level 1.1: Maintains effective client relationships

- ❑ Reports to internal and external clients in a timely and appropriate fashion
- ❑ Organizes and prioritizes work schedule to meet client needs and deadlines
- ❑ Responds to client needs promptly

Promoting Accountability and Results-Based Management

Level 1.1: Gathering and disseminating information

- ❑ Maintains databases

Core Competencies:

- ❑ Demonstrate corporate knowledge and sound judgment
- ❑ Self-development, initiative-taking
- ❑ Acting as a team player and facilitating team work
- ❑ Facilitating and encouraging open communication in the team, communicating effectively
- ❑ Creating synergies through self-control
- ❑ Managing conflict
- ❑ Learning and sharing knowledge and encourage the learning of others. **Promoting learning and knowledge management/sharing is the responsibility of each staff member.**
- ❑ Informed and transparent decision making

VI. Recruitment Qualifications	
Education	Secondary Education, with specialized certification in Accounting and Finance. University Degree in Finance,

	Business or Public Administration desirable, but it is not a requirement. Part-qualified accountants from an internationally recognized institute of accountancy will have a distinct advantage.
	UNDP Accountancy & Finance Test required
Experience:	6 years of progressively responsible financial management experience is required, with knowledge of programme or project finance desirable. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems. Knowledge of IPSAS and/or IFRS required.
Language Requirements:	Fluency in the UN and national language of the duty station.

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



I. Position Information

Job Code Title:	Programme Specialist
Pre-classified Grade:	ICS-10
Supervisor:	Deputy Resident Representative

II. Organizational Context

The Namibia CO underwent a realignment exercise over the past six months, which resulted in a much smaller CO but with a tighter and more integrated focus. Thus, it is imperative that the members of the team be excellent team players, have the capacity to work well together, and step in and perform other functions when required to support the diverse needs of the CO. Therefore, the CO is looking for individuals who are self-starters, possess a variety of skills and are able to promote a good working ambiance while delivering effective results that enhance the visibility of the office.

Under the overall guidance and supervision of the Deputy Resident Representative (DRR), the Programme Specialist (Environment) coordinates all aspects of the CO environment programme. The main role of the Programme Specialist (Environment) is to manage the CO environment portfolio (including development of innovative proposals, projects and strategies, as well as continuous monitoring of implementation), while ensuring that environmental issues are integrated into the other CO programme areas: Poverty Reduction, Governance, and Gender in line with the UNPAF/CPD priorities. The Programme Specialist (Environment) also works in close collaboration with Operations Team in the CO, Programme staff in other UN Agencies, Government Officials, and development partners to successfully implement the CO environment programme.

The Programme Specialist works in collaboration with the operations team in the CO, programme staff in other UN Agencies, UNDP HQs staff and Government officials, technical advisors and experts, civil society and other development partners to successfully implement the UNDP programme.

III. Functions / Key Results Expected

Summary of Key Functions:

- ❑ Promotes the strategic direction of the UNDP environment programme.
- ❑ Ensures mainstreaming of environmental issues into all aspects of the CO's programmatic and operational interventions.
- ❑ Buildings strategic partnerships and supports CO resource mobilization efforts
- ❑ Provides quality policy advice and advocacy services to the CO management, Government, and CSOs and facilitates building and management.

4. As a member of the CO programme team, promotes **the strategic direction of UNDP environment programme** focusing on achievement of the following results:

- ❑ Analysis and presentation of UNDP policies relating to the environment and how these can be implemented at the country level;
- ❑ Identification of strategic programme areas of cooperation with stakeholders in the UN, government, civil society and the private sector;
- ❑ Operationalization of UNPAF/UNPAF Action Plan, CPD in collaboration with the Government partners and other UN Agencies;
- ❑ Coordination of development of policies and institutions that will address the country's environmental and development challenges in collaboration with the Government and other strategic partners;
- ❑ Ensuring that all environmental interventions are results based and client driven; and
- ❑ Ensuring that there is collaboration and synergies between individual environmental projects as part of a harmonized and holistic environment programme.

- ❑ Ensures **mainstreaming of environmental issues into all aspects of the CO's programmatic and operational interventions** focusing on the following results:
 - ❑ Effective application of RBM tools, establishment of management targets (BSC) and monitoring achievement of results
 - ❑ Development of innovative projects and interventions that are demand-driven and are aligned to national priorities and integrated into national development plans and strategies;
 - ❑ In collaboration with Regional Hub, development of innovative ideas into country-driven and policy-relevant project proposals;
 - ❑ Strategic oversight of planning, budgeting, implementing and monitoring of the programme (substantive), tracking use of financial resources in accordance with UNDP rules and regulations..
 - ❑ Effective monitoring, measuring the impact of the CO programme and evaluation. Constant monitoring and analysis of the programme environment, timely readjustment of programme.
 - ❑ Participating in the relevant recruitment and procurement processes;
 - ❑ Supervising the work of consultants and reviewing consultancy outputs;
 - ❑ Supporting stakeholder consultations and government coordination; and
 - ❑ Follow up on audit recommendations. All exceptions are timely reported.
 - ❑ Aggregate reports are regularly prepared on activities, outputs and outcomes. Preparation of donor reports.
 - ❑ Organization of cost-recovery system for the services provided by the CO to projects in close collaboration with Operations Analyst.

3. Establishes and maintains **strategic partnerships and supports CO resource mobilization efforts in line with UNPAF and CPD objectives**, focusing on achievement of the following results:

- ❑ Implementation of the CO partnerships and resources mobilization strategies to achieve programme outcomes;
- ❑ Creation and coordination of partnerships with the UN Agencies, IFI's, government institutions, development partners, private sector and civil society;
- ❑ Determination of programmatic areas of cooperation, based on strategic goals of UNDP, country needs and stakeholder priorities; and
- ❑ In collaboration with the communications and the M&E focal point , conducting research on development partners; preparation of substantive briefs on possible areas of cooperation, and identification of opportunities for cost-sharing.

4. Ensures **provision of top quality advocacy and advisory services and facilitation of knowledge building and management** focusing on achievement of the following results:

- ❑ Identification of sources of information related to policy-driven issues;
- ❑ Identification and synthesis of best practices and lessons learned directly linked to CO policy goals;
- ❑ Establishment of advocacy networks at national level and linking these to international networks;
- ❑ Implementing relevant, high-impact advocacy campaigns with key partners;
- ❑ Sound contributions to knowledge networks and communities of practice;
- ❑ Organization of periodic trainings for CO staff on practical issues related to the environment thematic area; and
- ❑ Feeding project results into national policy dialogues, development of strategic cooperation programmes and advocacy campaigns.

IV. Impact of Results

The key results have an impact on the success of the country programme within specific areas of cooperation. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching resource mobilization targets.

V. Competencies and Critical Success Factors

Functional Competencies:

Advocacy/Advancing A Policy-Oriented Agenda

- ❑ Identifies and communicates relevant information for a variety of audiences for advocating UNDP's mandate.

Results-Based Programme Development and Management

- ❑ Assesses project performance to identify success factors and incorporates best practices into project work
- ❑ Researches linkages across programme activities to identify critical points of integration
- ❑ Monitors specific stages of projects/programme implementation
- ❑ Analyzes country situation to identify opportunities for project development
- ❑ Participates in the formulation of project proposals and ensures substantive rigor in the design and application of proven successful approaches and drafts proposals accordingly

Building Strategic Partnerships

- ❑ Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues
- ❑ Analyzes and selects materials for strengthening strategic alliances with partners and stakeholders

Innovation and Marketing New Approaches

- ❑ Generates new ideas and proposes new, more effective ways of doing things
- ❑ Documents and analyses innovative strategies/best practices/new approaches

Resource Mobilization

- ❑ Analyzes information/databases on potential and actual donors
- ❑ Develops a database of project profiles. Identifies opportunities for project proposals for presentation to donors

Promoting Organizational Learning and Knowledge Sharing

- ❑ Generates new ideas and approaches, researches best practices and proposes new, more effective ways of doing things
- ❑ Documents and analyses innovative strategies and new approaches

Job Knowledge/Technical Expertise

- Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments
- Demonstrates in-depth understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work assignments

Global Leadership and Advocacy for UNDP's Goals

- Identifies and communicates relevant information for advocacy for UNDP's goals for a variety of audiences
- Identifies and takes advantage of opportunities for advocating for UNDP's mandate

Client Orientation

- Researches potential solutions to internal and external client needs and reports back in a timely, succinct and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Anticipates client needs and addresses them promptly

Core Competencies:

- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgement
- Self- development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others.
Promoting learning and knowledge management/sharing is the responsibility of each staff member.
- Informed and transparent decision making

Prince2 training and certification, RMG

VI. Recruitment Qualifications

Education:	Master's Degree or equivalent in Environmental Sciences and/or Management, Public Policy Formulation, Resource Economics, Physical and/or Life Sciences, Social Sciences or related field.
Experience:	<ul style="list-style-type: none"> • 5 years or more of relevant work experience at national and/or international levels in providing policy advisory services in areas of environment, climate change and/or natural resources management. • Sound knowledge of multilateral environmental conventions. • Experience in establishing effective relationships between the international organizations national governments civil society organizations and the private sector. • Demonstrable expertise in the design, implementation, monitoring and evaluation of complex environmental projects within national and international contexts. • Demonstrate understanding of results-based management practices and quantification of environmental benefits. • Experience in the usage of computers and office software packages and handling of web-based management systems.
Language Requirements:	Fluency in English

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



UNITED NATIONS DEVELOPMENT PROGRAMME NAMIBIA

I. Position Information

Job Code Title:	Programme Associate in Governance and Gender
Pre-classified Grade:	ICS-7
Supervisor :	Programme Specialist and Analyst

II. Organizational Context

The Namibia CO underwent a realignment exercise over the past six months, which resulted in a smaller CO but with a tighter and more integrated focus. Thus, it is imperative that the members of the team be excellent team players, have the capacity to work well together, and step in and perform other functions when required to support the diverse needs of the CO. Therefore, the CO is looking for individuals who are self-starters, possess a variety of skills and are able to promote a good working ambiance while delivering effective results that enhance the visibility of the office.

Under the overall guidance of the Deputy Resident Representative and direct supervision of the Programme Specialist (Environment) and Analyst (Poverty), the Programme Associate provides leadership in execution of services in the CO Programme Unit, supports the design, planning and management of the country programme by managing data and facilitating programme implementation in particular, but not limited to, interventions related to the Governance and Gender portfolios. The Programme Associate promotes a client-oriented approach consistent with UNDP rules and regulations.

The Programme Associate supports political, social and economic trend analyses and participates in the formulation, management and monitoring of programme activities on Governance and Gender. The Programme Associate ensures Governance and Gender are well integrated into the CO's two main programme areas, Environment and Poverty.

The Programme Associate works in close collaboration with the operations, programme and project teams in the CO and UNDP HQs staff for resolving complex programme-related issues and information delivery.

III. Functions / Key Results Expected

Summary of Key Functions:

- ❑ Administration and implementation of programme strategies, adapts processes and procedures
- ❑ Support to management of the CO programme
- ❑ Administrative support to the Programme Unit
- ❑ Support in creation of strategic partnerships and implementation of the resource mobilization strategy
- ❑ Facilitation of knowledge building and knowledge sharing
- ❑ Implementation of Gender programme strategies
- ❑ Management of Governance and Gender programme

5. Ensures **administration and implementation of programme strategies, adapts processes and procedures** focusing on achievement of the following results:

- ❑ Presentation of thoroughly researched information for preparation of CCA, UNPAF, CPD, CPAP, effective application of RBM tools and establishment of management targets (BSC). Establishment of the mechanisms to track use of RBM tools and maintenance of RBM database.
- ❑ Presentation of information/ reports for identification of areas for support and interventions.
- ❑ Implementation of the CO partnerships and resources mobilization strategies, preparation of reports.

6. Provides effective support to **management of the CO programme** focusing on the achievement of the following results:

- ❑ Presentation of thoroughly researched information for formulation of country programme, preparation of project documents' drafts, work plans, budgets, proposals on implementation arrangements.
- ❑ Initiation of a project, entering project into Atlas, preparation of required budget revisions.
- ❑ Provision of guidance to the executing agencies on routine implementation of projects, tracking use of financial resources.
- ❑ Follow up on performance indicators/ success criteria, targets and milestones, preparation of reports.
- ❑ Analysis of the situation in programme, identification of operational and financial problems, development of solutions.
- ❑ Preparation and conduct of audit of NIM projects, implementation of audit recommendations.

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

- ❑ Proper control of the supporting documents for payments, review of NIM projects Financial Reports.
- ❑ Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas.
- ❑ Timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers.

4 . Provides support in **creation of strategic partnerships and implementation of the resource mobilization strategy** focusing on achievement of the following results:

- ❑ Analysis of information on donors, preparation of donor's profile and database, establishment of contacts with donor counterparts.
- ❑ Track and reporting on mobilized resources.

5. Ensures **facilitation of knowledge building and knowledge sharing** in the CO focusing on achievement of the following results:

- ❑ Organization of trainings for the operations/ projects staff on programme.
- ❑ Synthesis of lessons learnt and best practices in programme.
- ❑ Sound contributions to knowledge networks and communities of practice.

IV. Impact of Results

The key results have an impact on the overall CO efficiency in programme and success in implementation of programme strategies. Accurate analysis and presentation of information enhances UNDP position as a strong development partner. The information provided facilitates decision making of the management.

V. Competencies and Critical Success Factors

Functional Competencies:

Advocacy/Advancing A Policy-Oriented Agenda

- ❑ Identifies relevant information for advocacy for a variety of audiences
- ❑ Makes research of contacts in the media, government, private sector, donors, other agencies, civil society in other stakeholders for UNDP's advocacy efforts

Results-Based Programme Development and Management

- ❑ Provides information for linkages across programme activities to help identify critical points of integration
- ❑ Provides information and documentation on specific stages of projects/programme implementation
- ❑ Participates in the formulation of project proposals

Building Strategic Partnerships

- ❑ Analyzes general information and selects materials in support of partnership building initiatives
- ❑ Maintains databases of donor information
- ❑ Tracks and reports on mobilized resources

Innovation and Marketing New Approaches

- ❑ Documents and tracks innovative strategies/best practices/new approaches
- ❑ Tracks bottlenecks, problems and issues, and proposes solutions
- ❑ Responds positively to new approaches

Resource Mobilization

- ❑ Maintains information/databases on potential and actual donors
- ❑ Maintains database of project files
- ❑ Provides data and information needed for preparation of project documents

Promoting Organizational Learning and Knowledge Sharing

- ❑ Researches best practices and poses new, more effective ways of doing things
- ❑ Documents innovative strategies and new approaches

Job Knowledge/Technical Expertise

- ❑ Understands the main processes and methods of work regarding to the position
- ❑ Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- ❑ Identifies new and better approaches to work processes and incorporates same in own work
- ❑ Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- ❑ Demonstrates good knowledge of information technology and applies it in work assignments

- ❑ Demonstrates in-depth understanding and knowledge of the current guidelines and project management tools, and utilizes these regularly in work assignments

Global Leadership and Advocacy for UNDP's Goals

- ❑ Identifies relevant information for advocacy for UNDP's goals for a variety of audiences
- ❑ Maintains a network of contacts in the media and civil society, for use in UNDP's advocacy efforts

Client Orientation

- ❑ Reports to internal and external clients in a timely and appropriate fashion
- ❑ Organizes and prioritizes work schedule to meet client needs and deadlines
- ❑ Establishes, builds and sustains effective relationships within the work unit and with internal and external clients
- ❑ Responds to client needs promptly

Core Competencies:

- ❑ Demonstrating/safeguarding ethics and integrity
- ❑ Demonstrate corporate knowledge and sound judgment
- ❑ Self-development, initiative-taking
- ❑ Acting as a team player and facilitating team work
- ❑ Facilitating and encouraging open communication in the team, communicating effectively
- ❑ Creating synergies through self-control
- ❑ Managing conflict
- ❑ Learning and sharing knowledge and encourage the learning of others. **Promoting learning and knowledge management/sharing is the responsibility of each staff member.**
- ❑ Informed and transparent decision making

Prince2 training and certification, RMG

VI. Recruitment Qualifications

Education:	Secondary Education, preferably with specialized certification in Accounting and Finance. University Degree in Business or Public Administration, Economics, Political or Social Sciences would be desirable, but it is not a requirement.
Experience:	7 years of progressively responsible administrative and programme experience in Governance and/or Gender is required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.
Language Requirements:	Fluency in the UN and national language of the duty station.

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



UNITED NATIONS DEVELOPMENT PROGRAMME NAMIBIA

I. Position Information

Job Code Title: **Driver**
Pre-classified Grade: ICS-2
Supervisor: Operations Analyst and direct supervisor.

II. Organizational Context

The Namibia CO underwent a realignment exercise over the past six months, which resulted in a smaller CO but with a tighter and more integrated focus. Thus, it is imperative that the members of the team be excellent team players, have the capacity to work well together, and step in and perform other functions when required to support the diverse needs of the CO. Therefore, the CO is looking for individuals who are self-starters, possess a variety of skills and are able to promote a good working ambiance while delivering effective results that enhance the visibility of the office.

Under the guidance and supervision of the Operations Analyst and direct supervisor, the Driver provides reliable and safe driving services ensuring high accuracy of work. The Driver demonstrates a client-oriented approach, high sense of responsibility, courtesy, tact and the ability to work with people of different national and cultural backgrounds.

The Driver provides driving services to the operations and programme staff in the CO, Consultants and Experts and UN staff on mission.

III. Functions / Key Results Expected

Summary of Key Functions:

- Provision of reliable and secure driving services
- Proper use of vehicle
- Day-to-day maintenance of the assigned vehicle
- Availability of documents/ supplies

7. Ensures provision of reliable and secure driving services by a) driving office vehicles for the transport of authorized personnel and delivery and collection of mail, documents and other items and b) meeting official personnel and visitors at the airport, visa and customs formalities arrangement when required.
8. Ensures cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports.
9. Ensures proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes, car washing, etc.
10. Ensures availability of all the required documents/supplies including vehicle insurance, vehicle logs, office directory, and map of the city/country, first aid kit, and necessary spare parts.
11. Ensures that all immediate actions required by rules and regulations are taken in case of involvement in accidents.

IV. Impact of Results

The key results have an impact on the accurate, safe and timely execution of the CO services.

V. Competencies and Critical Success Factors

OPERATIONAL EFFECTIVENESS

- Ability to perform a variety of repetitive and routine tasks and duties
- Ability to review data, identify and adjust discrepancies
- Ability to handle a large volume of work possibly under time constraints
- Good knowledge of administrative rules and regulations
- Ability to operate and maintain a variety of computerized business machines and office equipment in order to provide efficient delivery of service
- Ability to organize and complete multiple tasks by establishing priorities
- Demonstrates excellent knowledge of driving rules and regulations and skills in

<p>minor vehicle repair (for Drivers)</p> <ul style="list-style-type: none"> ☑ Demonstrates excellent knowledge of protocol (for Drivers) ☑ Demonstrates excellent knowledge of security issues (for Drivers)
<p>MANAGING DATA</p> <ul style="list-style-type: none"> ☑ Collects and compiles data with speed and accuracy identifying what is relevant and discarding what is not, records it in an accessible manner and maintains data bases ☑ Thoroughly and methodically collects, verifies and records data demonstrating attention to detail and identifying and correcting errors on own initiative ☑ Transmits file data; creates and generate queries, reports and documents utilizing databases, spreadsheets, communications and other software packages with speed and accuracy ☑ Interprets data, draws conclusions and/or identifies patterns which support the work of others
<p>MANAGING DOCUMENTS, CORRESPONDENCE AND REPORTS</p> <ul style="list-style-type: none"> ☑ Creates, edits and presents information (queries, reports, documents) in visually pleasing, clear and presentable formats such as tables, forms, presentations, briefing notes/books and reports using advanced word processing and presentation functions and basic database and spreadsheet software ☑ Ability to produce accurate and well documented records conforming to the required standard

<p>PLANNING, ORGANIZING AND MULTI-TASKING</p> <ul style="list-style-type: none"> ☑ Organises and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships ☑ Plans, coordinates and organises workload while remaining aware of changing priorities and competing deadlines ☑ Demonstrates ability to quickly shift from one task to another to meet multiple support needs ☑ Establishes, builds and maintains effective working relationships with staff and clients to facilitate the provision of support <p>Promoting learning and knowledge management/sharing is the responsibility of each staff member.</p>

VI. Recruitment Qualifications	
Education:	Secondary Education. Valid Driver's license.
Experience:	2 years' work experience as a driver; safe driving record; knowledge of driving rules and regulations and skills in minor vehicle repair.

Language Requirements:	Fluency in English.
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VII. Signatures- Job Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date



I. Position Information	
Job Code Title:	Common Service Associate
Current Grade:	ICS6 (G6)
Reports to:	Operations Manager
II. Organizational Context	
<p>The UN Country Team in Namibia has decided to establish a Common Services Associate position in which the incumbent will be responsible for managing the UN common premises, including reliable and cost-effective delivery of common services at the UN House. The Common Services Associate, under the overall guidance of the Deputy Resident Representative and the direct supervision of the UNDP Operations Analyst, will plan, implement and manage the common services to realize cost effective and better quality services within the categories of Information and Communications Technology, Building and Facilities Management, UN House Security and General Administrative Services.</p> <p>The incumbent will coordinate execution of transparent and efficient business processes, aimed at high-quality service provision to external and internal clients in the area of common premises. The incumbent should support the development and</p>	

coordination of joint operations initiatives which includes efficient and smooth functioning of the Common Services Unit for consistent services delivery and constant evaluation and readjustment of the Common Services to take into account changes in the operating environment as and when required by the UN Country Team.

The Common Services Associate leads and guides the Common Services staff and works in close collaboration with the Operations, Programme and projects staff in the UNDP Namibia Country Office (CO) and other UN agencies staff to exchange information and ensure consistent service delivery. The Common Services Associate promotes a client, quality, and results-oriented approach.

III. Functions / Key Results Expected

Summary of Key Functions :

- Maintains an overview of the Common Services activities & ensure timely administrative support.
- Assist in Monitoring the Compliance of all Operational Systems and Procedures.
- Exercise control and administration of Common Services expendable and non-expendable properties.
- Supervision of UN House Reception, Security, Car Parks, Internal & External Cleaning and Gardening.
- Effective information and communication management and supervision of ICT team.
- Preparation of correspondences, reports, evaluations and justifications on general administrative or specialized tasks.
- Keeps supervisor aware of potential problems areas for immediate solution.

1. Maintains an Overview of the Common Services activities and ensures timely administrative support focusing on achievements of the following results:

- Provides effective response to general and specialized work.
- Assigns work to general services staff to meet functional requirements.
- Monitors work of outsourced contractors/suppliers.
- Completes job orders for interior and exterior of common areas.
- Takes proactive steps for maintenance of equipment and facilities in the UN House.

2. Ensures control and administration of Common Services expendable and non-expendable properties focusing on achievement of the following results:

- Initiates timely actions for replacement/procurement of both expendable & non-expendable properties.
- Develops procurement plans for both expendable and non-expendable

<p>properties.</p> <ul style="list-style-type: none"> • Prepares and submits quarterly reports of expendable and non-expendable properties to the Operations Manager. • Prepares bi-annual reports on non-expendable properties. • Puts in place appropriate monitoring/tracking system for all non-expendable properties.
<p>3. Administration of the Common Services budget focusing on achievement of the following results:</p> <ul style="list-style-type: none"> • Ensure that the UN Common Services Budget are prepared and approved by UNCT at the beginning of each year and maintains a filing system with copies of necessary budgetary control records. • Follow-up with agencies for their budget commitments/approval. • Using ATLAS and other Common Services (CS) developed spreadsheet for timely reconciliation/preparation of quarterly UN Common Service (UNCS) accounts and prepare bills to participating agencies for settlement. • Prepare cost sharing agreements, budget/projection. • Implement effective income and expenditure tracking system using developed Common Services spreadsheet and ATLAS.
<p>4. Ensures efficient and effective supervision of UN House Reception, Car Park, Internal & External Cleaning and Gardening focusing on achievement of the following results:</p> <ul style="list-style-type: none"> • Proper reception services are in place. • Prompt dispatch of all documents to the agencies boxes at the Reception. • Maintains orderliness, cleanliness and adequate security at the car parks. • Pays special attention to internal and external cleanliness and gardening of UN House.
<p>5. Ensures effective information and communication management and supervision of ICT team focusing on achievement of the following results:</p> <ul style="list-style-type: none"> • Identification of opportunities and ways of converting business processes into web-based systems to address the issues of efficiency and full accountability. • Maintenance of a secure, reliable infrastructure environment for ICT and adequate planning for disasters and recoveries. • Identification and promotion of different systems and applications for optimal content management, knowledge sharing, information provision and learning. • Prompt payment of bills to the Service Providers. • Distribution and recovery of shared common charges with all the agencies.
<p>6. Ensures preparation of correspondences, reports, evaluations and justifications on general administrative or specialized tasks focusing on achievement of the</p>

<p>following results:</p> <ul style="list-style-type: none"> • Draft letters, memo, reports and taking minutes of meetings. • Participate in evaluations of EOI, RFP, ITB etc. • Draft justifications for waivers where necessary for procurement of services and goods.
<p>7. Ensures Supervisor is aware of potential problems areas for immediate solution focusing on achievement of the following results:</p> <ul style="list-style-type: none"> • Provides timely information on problems areas. • Proposes to the Operations Manager solutions to deal with problems.
<p>IV. Impact of Results</p>
<p>Ensures that services and maintenance of premises are in accordance with organizational standards, rules and regulations and as per contractual arrangements. Poor judgment or inappropriate handling of common services contracts would result in loss of resources for the UN Agencies in several areas, not least financial loss.</p>
<p>V. Competencies and Critical Success Factors</p>

Core Competencies:

- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member.
- Informed and transparent decision making

Functional Competencies:

Building Strategic Partnerships

Level 1.1: Maintaining information and databases

- Analyzes general information and selects materials in support of partnership building initiatives
- Maintains databases of donor information

Promoting Organizational Learning and Knowledge Sharing

Level 1.1: Basic research and analysis

- Researches best practices and poses new, more effective ways of doing things
- Documents innovative strategies and new approaches
- Identifies and communicates opportunities to promote learning and knowledge sharing

Job Knowledge/Technical Expertise

Level 1.1: Fundamental knowledge of processes, methods and procedures

- Understands the main processes and methods of work regarding to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Identifies new and better approaches to work processes and incorporates same in own work
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments

Promoting Organizational Change and Development

Level 1.1: Presentation of information on best practices in organizational change

- Documents 'best practices' in organizational change and development within and outside the UN system
- Demonstrates ability to identify problems and proposes solutions

Design and Implementation of Management Systems

Level 1.1: Data gathering and implementation of management systems

- Uses information/databases/other management systems
- Provides inputs to the development of simple system components
- Makes recommendations related to work procedures and implementation of management systems

Client Orientation

Level 1.1: Maintains effective client relationships

- Reports to internal and external clients in a timely and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Establishes, builds and sustains effective relationships within the work unit and with internal and external clients
- Responds to client needs promptly

Promoting Accountability and Results-Based Management

Level 1.1: Gathering and disseminating information

- Gathers and disseminates information on best practice in accountability and results-based management systems
- Prepares timely inputs to reports
- Maintains databases

VI. Recruitment Qualifications	
Education:	Secondary education. Certification in Administration. University Degree in Business, Finance or Public Administration desirable, but it is not a requirement.
Experience:	6 years of relevant experience in administration or programme support service. Experience in the usage of computers and office software packages (MS Word, Excel, etc.). Experience in handling of web-based management systems.
Language Requirements:	Fluency in the UN and national language of the duty station.

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



I. Position Information	
Job code title:	Receptionist
Pre-classified Grade:	ICS-3
Supervisor:	Common Services Associate

II. Organizational Context
<p>Under the guidance and supervision of the Administrative Associate, the Receptionist provides telephone communication and general reception and information services ensuring high quality and accuracy of work. The Receptionist promotes a client, quality and results-oriented approach.</p> <p>The Receptionist works in close collaboration with the Management Support and Business Development, Programme and Operations Teams staff and other UN agencies staff to exchange information and ensure consistent service delivery</p>

III. Functions / Key Results Expected
<p>Summary of key functions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provision of front-desk service and telephone communications services. <input type="checkbox"/> Updating UN staff information <input type="checkbox"/> Support to knowledge building and knowledge sharing
<p>2. Ensure the provision of front-desk service and telephone communication services</p>

focusing on achievement of the following results:

- ❑ Monitoring of all visitors to the office; assistance to visitors by providing directions and accurate information related to UN/UNDP.
- ❑ Operation and management of the telephone switchboard in accordance with appropriate protocol.
- ❑ Weekly check and test of all lines
- ❑ Maintenance of recording information in the system, solution of minor technical problems, and reporting to telephone service provider for regular maintenance and repair.
- ❑ Management and planning of the front desk coverage.
- ❑ Assistance in the preparation of cost-recovery bills in Atlas for the administrative services provided by UNDP to other agencies if requested.

3. Ensure the **most updated UN staff and other contacts information**, focusing on achievement of the following results:

- ❑ Collection and update of UN staff information on a monthly basis, ensuring all data and information is correct and accurate.
- ❑ Update of the UN House telephone list and UN Directory, Addresses of the Government, International Organizations, Embassies, and NGOs and other important contacts.

4. Support to **knowledge building and knowledge sharing** in the CO, focusing on achievement of the following results:

- ❑ Participation in training for the operations/projects staff on administration.
- ❑ Sound contributions to knowledge networks and communities of practice.

IV. Impact of Results

The key results have an impact on the execution of the CO reception and telephone services in terms of quality and accuracy of work completed. Accurate data entry, presentation of information and client-oriented approach enhances UNDP capability in provision of administrative services.

V. Competencies and Critical Success Factors

OPERATIONAL EFFECTIVENESS

- ☑ Ability to perform a variety of repetitive and routine tasks and duties
- ☑ Ability to review data, identify and adjust discrepancies
- ☑ Ability to handle a large volume of work possibly under time constraints
- ☑ Good knowledge of administrative rules and regulations
- ☑ Detailed knowledge and understanding of clerical, administrative, secretarial best practices and procedures, in-depth knowledge of office software applications relating to word processing data management presentation, ATLAS, as required
- ☑ Ability to operate and maintain a variety of computerized business machines and office equipment in order to provide efficient delivery of service
- ☑ Ability to organize and complete multiple tasks by establishing priorities

MANAGING DATA

- ☑ Collects and compiles data with speed and accuracy identifying what is relevant and discarding what is not, records it in an accessible manner and maintains data bases
- ☑ Thoroughly and methodically collects, verifies and records data demonstrating attention to detail and identifying and correcting errors on own initiative
- ☑ Transmits file data; creates and generate queries, reports and documents utilizing databases, spreadsheets, communications and other software packages with speed and accuracy
- ☑ Interprets data, draws conclusions and/or identifies patterns which support the work of others

MANAGING DOCUMENTS, CORRESPONDENCE AND REPORTS

- ☑ Creates, edits and presents information (queries, reports, documents) in visually pleasing, clear and presentable formats such as tables, forms, presentations, briefing notes/books and reports using advanced word processing and presentation functions and basic database and spreadsheet software
- ☑ Edits, formats and provides inputs to correspondence, reports, documents and/or presentations using work processing, spreadsheets and databases meeting quality standards and requiring minimal correction
- ☑ Shows sound grasp of grammar, spelling and structure in the required language
- ☑ Ensures correspondence, reports and documents comply with established UN standards
- ☑ Ability to produce accurate and well documented records conforming to the required standard

PLANNING, ORGANIZING AND MULTI-TASKING

- ☑ Organises and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships
- ☑ Plans, coordinates and organises workload while remaining aware of changing priorities and competing deadlines

- ☑ Demonstrates ability to quickly shift from one task to another to meet multiple support needs
- ☑ Establishes, builds and maintains effective working relationships with staff and clients to facilitate the provision of support

Promoting learning and knowledge management/sharing is the responsibility of each staff member.

VI. Recruitment Qualifications	
Education:	Secondary education.
Experience:	3 years of relevant experience.
Language Requirements:	Fluency in English

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

SERVICE CONTRACTS



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UNITED NATIONS DEVELOPMENT PROGRAMME NAMIBIA JOB DESCRIPTION

I. Position Information

Job Code Title: Programme Analyst: Energy and Environment
Category and level: ICS-9
Organizational Location: UNDP Office in Windhoek

II. Organizational Context

Under the overall guidance and the direct supervision of the UNDP Programme Specialist for Energy and Environment (PSEE), the Programme Analyst: Energy and Environment (PAE) will be responsible for the day-to-day operations and administration of the Project Implementing Unit. The main role of the PAEE is to provide oversight and technical assistance to development project implementation, monitoring and evaluation and, reporting while proactively assisting to integrate environmental issues throughout the CO's and UN Systems programming. The PAEE ensures that environmental goals and targets as prescribed in the UNPAF and the UNDP's Strategic Plan are met while promoting the compliance with UNDP policies and procedures and, the core values of the UN System.

The PAEE works in close collaboration with Operations team in the CO, Programme staff in other UN Agencies, UN Programme Development Team (PDT), UNDP HQ staff, Government officials, technical advisors and experts, civil society and development partners to successfully implement the UNDP programme

III. Functions / Key Results Expected

Summary of Key Functions:

- Knowledge management and application (thru project reporting and evaluations);
- Reporting – UNDP, Project and GEF

- Ensuring the strategic direction of the UNDP Energy and Environment programme through supervision and oversight of the roles and responsibilities of the Project Implementation Unit (PIU);
- Promotes the integration of the energy and environment sectors into all programmes and projects of the CO and across other UN Agencies as appropriate;
- Ensuring the implementation of required activities and, monitoring of progress of all Energy and Environment enabling actions, CPD objective and targets and, updating mandatory reporting as required. This is to ensure Namibia contributes to the goals and targets of the UNDP Global Strategic Plan, the UN Partnership Assistance Framework (UNPAF) and the Country Programming Document (CPD);
- Provides mentoring and capacity development support to the PIU to ensure adequate

<p>capacities in all areas of work of the Unit ranging from project preparation and development to implementation, M&E, developing annual work plans and budgets, preparing for independent evaluations, analysis of multi-year budgets and periodic budget revisions and, to report on progress and performance both internally and externally;</p> <ul style="list-style-type: none"> ❑ Promotes strategic partnerships and support resource mobilization through developing demand-driven innovative interventions that pursue the goals and targets of the UNPAF while addressing UNDP Strategic Plan objectives and goals; ❑ Advocates and provides policy and technical support on environmental issues to the CO management, Government, donors, CSOs and the UN Project Development Team (PDT); ❑ Consolidates (from project documents and articles) and updates as required a thorough analysis of the political, social, environmental and economic situations in the country and applies this knowledge to programme/ project preparations, reviews and adaptive management and partnership building; ❑ Ensures that all Energy and Environment interventions and activities are results-based and client driven; ❑ Ensures that there is collaboration and synergies between individual environmental projects as part of a harmonized and holistic environment programme; ❑ In collaboration with the communications and the M&E focal point, promote knowledge management in the PIU by ensuring that pertinent and credible information and data on results, lessons and good practices are packaged and disseminated for decision making, to improve coordination, raise visibility and awareness, and promote knowledge sharing and learning; ❑ Conduct ongoing and targeted research to remain well informed, knowledgeable and aware of national, regional and global contemporary development issues and their relation to current and upcoming projects, ongoing/ emerging strategic issues (e.g. seawater desalination, energy and water security, climate resilience and adaptation, etc.). This also enhances UNDP strategic position as a knowledgeable and reputable partner; ❑ Technically assist in the development/ reform of policies and institutions to address national development priorities and needs; ❑ Participate in networks, committees and other platforms at national level (and linked to international networks) to strategically position UNDP as a partner and to expound on organisation's areas of work and available support. This also offers an avenue for contributions to knowledge networks and communities of practice. ❑ Supports ongoing capacity development of CO, IP and project staff to ensure adequate capacities for the delivery of the portfolio of projects under the UNDP EE. 	
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IV. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> • Master degree or equivalent in Environmental Sciences and/or Management, Public Policy Formulation, Natural Resource Management and/or Economics, Physical and/or Life Sciences, Social Sciences or related fields;
Experience:	<ul style="list-style-type: none"> • 5 years of relevant work experience at national and/or international levels in providing direct technical and operational assistance and project preparation,

	<p>management and monitoring and evaluation advisory services donor-funded environment development projects;</p> <ul style="list-style-type: none"> • Demonstrated expertise in the design, implementation, monitoring and evaluation of development projects, including delivery of ongoing support for annual work planning and budgeting, adaptive management, procurement and evaluations; • At least 3 years of proven experience in establishing effective relationships and successful resource mobilization; • Experience working with UNDP and/ or GEF-financed projects in Namibia or sub-Saharan Africa is a definite advantage; • Experience in the usage of computers and office software packages, experience in handling of web based management systems. • Namibian Citizens or Permanent Residents.
Language Requirements:	Fluency in written and spoken English.

Core Competencies:

- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Self- development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others.
Promoting learning and knowledge management/sharing is the responsibility of each staff member.
- Informed and transparent decision making



I. Position Information

Job Code Title: **Economics Specialist (functional title National Economist)**
Supervisor: Economics Advisor

II. Organizational Context

Under the guidance and direct supervision of the Economics Advisor, the Economist, as part of the Strategy and Analysis Unit, advises Senior Management on macro economic policies and trends and relevant linkages to UNDP programmes. The Economist carries out operational research and provides analysis for formulation of strategies and briefings to Senior Management. The Economist works with Government counterparts to identify alternative macroeconomic policy options and to enhance the policy impact of UNDP projects and programmes. The Economist advocates for and represents UNDP in his/her area of expertise as requested by his/her supervisor.

The Economist may periodically supervise and mentor interns and volunteers in the area of economic analysis, statistical data systems and poverty programmes. The Economics maintains a network with colleagues from UNDP, UN Agencies, IFIs, Government officials, multi-lateral and bi-lateral donors and civil society.

III. Functions / Key Results Expected

Summary of Key Functions:

- ❑ Advice and support to UNDP management on economic and development issues
- ❑ Advice to Government counterparts and facilitation of knowledge building through operational research on economic and development issues,
- ❑ Creation of strategic partnerships and support to resource mobilization
- ❑ Advocacy and promotion of UNDP's mandate and mission

1. Provides **strategic and policy analysis support to the programme section** of the country office as part of a team-driven process towards upstream-orientation of UNDP support projects and programmes focusing on:

- ❑ Continuous analysis of the country's development assets and opportunities as well as constraints to sustainable broad-based growth and poverty reduction using both qualitative and quantitative information

- ❑ Compilation, analysis and interpretation of economic and statistical data, thorough research on the economic and development issues in the country and preparation of meaningful analysis and relevant reports.
- ❑ Provision of top quality economic analysis and substantive input to programming documents, such as UNDAF/UNPAF, CPD, project documents, annual work plans and other strategic documents.
- ❑ Carry out research activities that enhance the quality of UNDP's programming in the focus areas of Pro-poor policies, Democratic Governance, HIV/AIDS, Sustainable Energy and Environment and Crisis Prevention
- ❑ Coordinate formulation of research proposals and their implementation by outside consultants.
- ❑ Coordinate the creation and updating of socio-economic data bases.

- ❑ Advice on possible areas for UNDP support and adjustment of on-going programmes to ensure that UNDP programmes are in line with national policies and priorities.
- ❑ Produces periodic socio-economic briefs that cover UNDP's focus areas and also provide analysis of anticipated or likely political, economic and social changes over the short- to medium-term
- ❑ Contributes to production and launch of economic reports, including National Human Development Reports the Sustainable Development Goals Report and Africa Economic Outlook.
- ❑ Contribution to sub-regional, regional and inter-agency initiatives related to development/economic issues.
- ❑ Representation of UNDP in different working groups, including National Development Plans, Sectoral Strategies and SDGs.

2. Provides policy **advice and options to Government counterparts and facilitation of knowledge building and management** focusing on achievement of the following results:

- ❑ Provision of policy options, particularly from pro-poor perspectives, on macroeconomic and development issues especially on human development and poverty eradication.
- ❑ Sound contributions to knowledge networks and communities of practice through identification of best practices and lessons learned.
- ❑ Assessment of the country's macro-economic policies and their impact on poverty reduction, growth, equity and sustainability.
- ❑ Training and capacity building support for UNDP staff and Government officials, public institutions on economic issues.

3. Facilitates **creation of strategic partnerships and support to resource mobilization** focusing on achievement of the following results:

- ❑ Development of partnerships with the UN Agencies, IFI's, government institutions, bi-lateral and multi-lateral donors, private sector, civil society areas based on strategic goals of UNDP, country needs and donors' priorities.

- ❑ Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation.
- ❑ Production of periodic updates and briefs on country development situation to be used by stakeholders, CO and HQ.
- ❑ Undertaking of selected studies/research on emerging development concerns that feed into government/development partners processes.

4. **Advocacy and promotion of awareness of UNDP mandate and mission** focusing on achievement of the following results:

- ❑ Public and policy advocacy for the Sustainable Development Goals, pro-poor, equitable and sustainable economic growth by participating in relevant forums, conferences and trainings.
- ❑ Support to monitoring progress and formulation of strategies towards the achievement of the Sustainable Development Goals.
- ❑ Management of events and publications on economic issues.

IV. Impact of Results

The key results of the post strengthen UNDP's contributions to the national policy dialogue and enhance the policy impact of UNDP programmes and projects. In particular, the key results have an impact on the design of programmes, and creation of strategic partnerships as well as reaching resource mobilization targets. The post increases visibility of UNDP in the discussion about economic policies and analysis.

V. Competencies and Critical Success Factors

Functional Competencies:

Advocacy/Advancing a Policy-Oriented Agenda

Level 2: analysis and creation of messages and strategies

- ❑ Performs political economy analysis and contributes to the formulation of institutional responses

- ❑ Uses the opportunity to bring forward and disseminate materials for advocacy work

Building Strategic Partnerships

Level 2: Identifying and building partnerships

- ❑ Effectively networks with partners seizing opportunities to build strategic alliances relevant to UNDP's mandate and strategic agenda
- ❑ Develops positive ties with civil society and private sector to build/strengthen UNDP's mandate
- ❑ Identifies needs and interventions for capacity building of counterparts, clients and potential partners
- ❑ Contribute substantively to Delivering As One

Promoting Organizational Learning and Knowledge Sharing

Level 2: Developing tools and mechanisms

- ❑ Makes the case for innovative ideas documenting successes and building them into the design of new approaches
- ❑ Identifies new approaches and strategies that promote the use of tools and mechanisms including quantitative approaches

Job Knowledge/Technical Expertise

Level 2: In-depth knowledge of the subject-matter

- ❑ Understands more advanced aspects of primary area of specialization as well as the fundamental concepts of related disciplines
- ❑ Serves as internal consultant in the area of expertise and shares knowledge with staff
- ❑ Continues to seek new and improved methods and systems for accomplishing the work of the unit
- ❑ Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself professionally
- ❑ Demonstrates comprehensive knowledge of information technology and applies it in work assignments

Creating Visibility for UNDP/Supporting UNDP's Capacity to Advocate

Level 2: Developing promotional projects and organizational messages

- ❑ Identifies and develops activities to enhance the visibility of UNDP
- ❑ Develops promotional activities based on monitoring/evaluation information identifying areas requiring higher visibility
- ❑ Reviews documents and materials intended for use within and outside the organization in order to ensure consistency and validity of messages

Conceptual Innovation in the Provision of Technical Expertise

Level 2: Developing innovative and creative approaches

- Develops innovative and creative approaches to meet programme and capacity development objectives
- Participates in dialogue about conceptual innovation at the country and regional levels

Client Orientation

Level 2: Contributing to positive outcomes for the client

- Anticipates client needs
- Works towards creating an enabling environment for a smooth relationship between the clients and service provider
- Demonstrates understanding of client's perspective

Core Competencies:

- Promoting ethics and integrity, creating organizational precedents
- Building support and political acumen
- Building staff competence, creating an environment of creativity and innovation
- Promoting effective teams
- Creating and promoting enabling environment for open communication
- Creating an emotionally intelligent organization
- Leveraging conflict in the interests of UNDP & setting standards
- Sharing knowledge across the organization and building a culture of knowledge sharing and learning.
- Promoting learning and knowledge management/sharing is the responsibility of each staff member.
- Fair and transparent decision making; calculated risk-taking

VI. Recruitment Qualifications	
Education:	Master's Degree in Economics.
Experience:	5-7 years of relevant experience at the national or international level. Extensive experience in research and policy-level analysis. Experience in design, monitoring and evaluation of development projects. Experience in the usage of computers and office software packages, experience in handling of web-based management systems and advanced programmes for statistical analysis of data.
Language Requirements:	Fluency in English

VII. Signatures- Job Description Certification

Incumbent *(if applicable)*

Name: Alka Bhatia, Economics Advisor Signature Date

Supervisor

Name Signature Date

Chief Division/Section

Name Signature Date