



**UNITED NATIONS DEVELOPMENT PROGRAMME
REGIONAL SERVICE CENTRE FOR LATIN AMERICA
AND THE CARIBBEAN (RSC)
EXTERNAL VACANCY ANNOUNCEMENT N° 010/2010 –
TEMPORARY APPOINTMENT**

I. Position Information

Job code title:	HIV-AIDS Programme/Finance Associate
Pre-classified Grade:	ICS-6
Type of Contract:	Temporary Appointment (TA)
Supervisor:	HIV-AIDS Practice Leader
Location:	Regional Center for LAC, Panama City, Panama

II. Organizational Context

HIV/AIDS Practice Approach:

UNDP is a founding co-sponsor of the Joint UN Programme on HIV/AIDS (UNAIDS). The UNAIDS division of labour provides the framework for UNDP's response to the AIDS epidemic. UNDP is responsible for leading the UNAIDS response in addressing the following:

Development Planning and Mainstreaming

AIDS responses are integrated into poverty reduction strategies, MDG-based national development plans and macro-economic processes.

Governance of the HIV responses

Strengthened national capacity for inclusive governance, coordination of HIV responses, increased participation of civil society organizations and people living with HIV in the design, implementation and evaluation of HIV programmes.

Human Rights and Gender

Policies and programmes implemented through multi-stakeholder approaches to protect the human rights of people affected by AIDS, mitigate gender related vulnerability and address the impact of AIDS on women and girls.

Country Implementation Capacity

Accelerated implementation of AIDS funds and programmes financed through multilateral funding initiatives, including the Global Fund to fight AIDS, Tuberculosis and Malaria.

Driven by demand, the HIV/AIDS Practice provides the tools, analysis and capacities that country offices need to make a real difference in responding to the epidemic at the local, national, regional and global level.

Under the overall guidance and supervision of the HIV-AIDS Practice Leader, the HIV-AIDS Programme/Finance Associate ensures effective execution of processes in the HIV-AIDS Practice Area by entering and managing data and supporting programme and financial implementation consistent with UNDP rules and regulations.

The HIV-AIDS Programme/Finance Associate assists in the overall management of administrative services, administers and executes processes and transactions ensuring high quality and accuracy of work. Also promotes a client, quality and results-oriented approach.

The HIV-AIDS Programme/Finance Associate works in close collaboration with the operations, programme and projects' staff in the RC LAC, CO and UNDP HQs as required on programme/financial related issues and exchange of information.

III. Functions / Key Results Expected

- ❑ Administration and implementation of programme strategies and administration of budgets
- ❑ Financial and administrative support/control to the practice area.
- ❑ Support to proper supply and assets management
- ❑ Facilitation of knowledge building and knowledge sharing

1. Ensures **implementation of programme regional strategies**, focusing on achievement of the following functions:

- ❑ Support the project manager in the financial monitoring of the portfolio and in the analysis of project budgets and budget revisions in the monitoring of project delivery and submission of progress reports.
- ❑ Assists in all aspects of the regional portfolio management, including tracking of standard project related management actions. Maintains the electronic project data fully updated and, where necessary, organizes and maintains hard-copy files of all projects and associated information and official documentation.
- ❑ Support in the preparation of required work plans, support in the revision of project status, determination of unutilized funds, operational and financial close of a project.
- ❑ Presentation of administrative and financial information that describe the work and achievements of the HIV-AIDS practice area.
- ❑ Contribution to the preparation of cost sharing, trust fund agreements, follow up on contributions linked to the resource mobilization efforts.

2. Ensures **efficient administrative/financial support to the practice area**, focusing on achievement of the following results:

- ❑ Full compliance with UN/UNDP rules, regulations, strategies and other relevant policies on programme/financial reporting system.
- ❑ Provide support to the office daily operations
- ❑ Deal with correspondence and support the team following up deadlines for action
- ❑ Draft and prepare routine correspondence in English and/or Spanish and support the team in the diffusion of information
- ❑ Coordination of travel arrangements. Performing a Buyer role in Atlas for preparation of POs for travel and other administrative expenses.
- ❑ Organization of procurement processes including preparation of RFQs, ITBs or

<p>RFPs documents, receipt of quotations, bids or proposals, their preliminary evaluation; and SSA for consultants and Associate Experts.</p> <ul style="list-style-type: none"> ❑ Support the organization of workshops, conferences, retreats ❑ Coordination of DSA, travel agencies, and other administrative surveys, surveys for organization of common services. ❑ Support with protocol matters, registration of staff, and coordination with local authority on other administrative matters. ❑ Organization and coordination of shipments and customs clearance ❑ Maintenance of administrative control records such as commitments and expenditures. ❑ Present quarterly financial report of the Regional Project to the HIV-AIDS practice area. ❑ Confirmation of availability of funds prior to review by supervisor; ❑ Coordination of common premises/services cost-recovery arrangements. ❑ Proper control of supporting documents of funds and activities. ❑ Provision of the information for the audit and follow-up on audit recommendations
<p>3. Provides support to proper supply and assets management, focusing on achievement of the following result:</p> <ul style="list-style-type: none"> ❑ Coordination of assets management in the Practice area, timely preparation and submission of periodic inventory reports. ❑ Manage the provision of reliable and quality office supplies
<p>4. Supports knowledge building and knowledge sharing focusing on achievement of the following result:</p> <ul style="list-style-type: none"> ❑ Training of staff on the administrative procedures ❑ Briefing/debriefing of staff members on issues relating to area of work ❑ Sound contributions to knowledge networks and communities of practice.

IV. Impact of Results

The key results have an impact on the HIV-AIDS Practice Area efficiency in programme/financial resources management and success in implementation of programme strategies. Accurate analysis and presentation of information, thoroughly researched and fully documented work strengthens the capacity of the practice area. Incumbent's own initiative is decisive in results of work and timely finalization.

V. Competencies and Critical Success Factors

Corporate Competencies

- Demonstrates integrity by modeling the UN's values and ethical standards
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies

Knowledge Management and Learning

- Shares knowledge and experience
- Encourages office staff to share knowledge
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to administer and execute programme/financial processes and transactions
- Ability to extract, interpret, analyze data and resolve operational problems
- Ability to supervise and train support staff
- Ability to perform work of confidential nature and handle a large volume of work
- Good knowledge of administrative rules and regulations
- Good knowledge of the Results Management Guide and Toolkit
- Strong IT skills, knowledge of Atlas
- Ability to provide input to business processes re-engineering, implementation of new system

Leadership and Self-Management

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

VI. Recruitment Qualifications

Education:	Secondary education, preferably with specialization in accounting and finance. University degree in Business, Finance or Public Administration would be desirable, but it is not a requirement.
Experience:	6 years of relevant experience in administration, programme or activities related to the post is required at the national or international level. Experience working on HIV-AIDS would be an asset. Experience in the usage of computers and office software packages (MS Word, Excel, etc.). Experience in handling web based management systems.
Language Requirements:	Fluency in English and Spanish, both written and verbal. Proficiency in English to be tested through TOEFL (500 points) Fluency in other UN official language would be an asset.

ADDITIONAL INFORMATION

- Qualified candidates who are interested in the above position are invited to submit their application, in English, attaching a UN Personal History Form (P.11), **not later than 11 August 2010**.
- To apply for this position, please attach your resume and P.11 to the following email address:

rc.lac.vacancy@undp.org

Subject: Vacancy Announcement N° 010 HIV-AIDS Programme/Finance Associate

- The electronic version of a UN Personal History Form (P.11) and further information on the post can be downloaded from the vacancy announcement which has been posted at <http://www.regionalcentre-lac-undp.org/>
- Please note that applications received after the deadline will not be considered.
- Only short-listed qualified candidates will receive an acknowledgement