



United Nations Interim Administration Mission in Kosovo
RECRUITMENT UNIT
Human Resources Section

Job Opening – *Internal/External*

Job Opening #: MIK (N)19-012	Deadline: 28 February 2019
Post Title: Programme Management Assistant	Level: GL-6
Organizational Unit: Mitrovica Regional Office	Location: Mitrovica
<p>UNMIK invites qualified internal applicants and as well as external applicants in the relevant occupational group to apply for the position highlighted below. Interested applicants should submit a cover letter, Personal History Profile (PHP) or Personal History form (P.11) and copy of the latest two Performance reports (if applicable).</p> <p>Kindly note that applications upon receipt will be reviewed and <u>only applicants who are short-listed will receive an acknowledgement within six weeks from the deadline for submission of applications.</u> <i>Please indicate the Job Opening number in the subject of your e-mail</i></p>	

DUTIES AND RESPONSIBILITIES:

Within limits of delegated authority, the Programme Management Assistant will be responsible for the following duties:

- Assists in the coordination of programme/project planning and preparation; monitors status of programme/project proposals; takes necessary action to ensure project documents are completed as per relevant policies and practices and submitted to relevant parties for approval.
- Assists in the preparation and analysis of programme/project budget proposals Kosovo-wide to support the overall mission's trust-building approach; provides assistance in the interpretation of budget guidelines; reviews and supports coordination of submissions of project and programme proposals and budget estimates, ensuring that requisite information is included and justified in terms of proposed activities; propose adjustments as necessary; prepares reports and ensures that outputs/services are properly categorized.
- Assists in the monitoring and evaluation of programmes/projects; categorizes, updates, tracks and analyses data related to programmes/projects, e.g. accounting records, outputs, resources utilized, deviations/revisions, etc.; carries out periodic status reviews, identifies issues and initiates requisite follow-up actions; prepares revised budget estimates; reports on budget revisions.
- Liaises with external counterparts such as central and local governance officials, civil society organizations, etc for the development of programmes/projects with external implementing partners, monitors those initiatives, ensures timely and accurate reporting against requirements, and conducts evaluations on an as needed basis.
- Drafts programme/project summaries, coordinates review and clearance process, and coordinates with editor, translation services, etc. on finalization and publication of report multiple languages.
- Serves as focal point for coordination, monitoring, follow up, and reporting of programme/project implementation activities, involving extensive liaison with a diverse organisational units. Obtains necessary clearances, process and follow-up on administrative actions.

- Support programme implementation, in respect of the management of resources, e.g. monitoring payments, travel arrangements, organisation of and participation in meetings, (workshops etc.), requesting payments, and disbursement of funds. Responds to inquiries and provides information and advice to staff regarding administrative procedures, processes and practices, at headquarters and the field, in respect of application of UN Rules and Regulations. Assists with day-to-day administration of contracts between the UN and external contractors and consultants for outsourced services, including in respects of payments.
- Prepares, maintains and updates files (electronic and paper) and internal databases; designs and generates a variety of periodic and ad hoc reports, statistical tables, graphic content, and other background materials/notes to facilitate inspection and other reviews.
- Drafts correspondence and communications related to all aspects of programme/project administration, including work plan and budgets, revisions and other related issues, as well as prepares unit contributions for a variety of periodic reports.
- Performs other duties as assigned.

COMPETENCIES:

- **Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

QUALIFICATIONS AND EXPERIENCE

Education: Completion of secondary/high school education with confirmed diploma.

Experience: At least 7 years of experience in administration, programme management or related areas.

LANGUAGES:

French and English are the working languages of the UN Secretariat. For this post, fluency in English (both oral and written) is required; Fluency in Albanian and/or Serbian is required, working knowledge of the other is an advantage.

As specified above, internal/external applicants are requested to submit a cover letter referring to [Job Opening No. MIK \(N\) 19-00](#) along with completed PHP/P11 to the attention of Human Resources Section by mail, fax or email to the following addresses:

P P.O. Box 999,10000 Pristina, Kosovo,
 Fax No: +381-38-504604 ext 5848
 E-mail to unmik-recruitment@un.org

The UN is an equal opportunity employer and welcomes applications equally from men and women. It is a UN Policy to give full consideration to disabled candidates whose disablement does not militate against the effective performance of the duties of the post.

