



UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

I. Position Information

Project title:	CACILM: MULTI-COUNTRY CAPACITY BUILDING PROJECT
Project Number:	00071171
Job Code Title:	Regional Project Assistant
Duration of Employment:	By the end of the 2012 year.
Working nature:	Full-time assignment
Working hours:	40 hours a week (08:30-17:30; 12:00-13:00 lunch time)
Duty station:	Bishkek
Pre-classified Grade:	SC-6
Supervisor:	Project Manager

II. Organizational Context

Under the overall guidance and direct supervision of a Project Manager, the Regional Project Assistant ensures implementation of project activities on a regional level (Central Asian countries where UNDP Kyrgyzstan is the principal office), ensuring high quality, accuracy and consistency of work.

The Regional Project Assistant works in close collaboration with the UNDP Operations and Programme Units in the CO and project personnel to ensure consistent and high quality service delivery.


III. Functions / Key Results Expected

Summary of Key Functions:

- Coordination and implementation of programme strategies;
- Support to management;
- Administrative support to the Programme Unit
- Support to knowledge building and knowledge sharing

1. **Coordination and implementation of programme strategies** focusing on achievement of the following results:
 - Provides monitoring of project delivery against Annual Work Plans and coordination between regional and country levels. Prepares and contributes to information, reports and other documentation related to the Project activities in the region:
 - Timely prepares progress, narrative & final reports for the Project;
 - Contributes to and responsible for finalization of Annual Work Plans and Procurement Plans for regional and country levels;
 - Provides support in any research and data collection efforts related to the Regional Project activities, tracks required information and follows up on correspondence under Project activities;
 - Assists Project Manager in preparation of general correspondences, memorandums, reports, budget information, schedules and other materials; Maintain regional level calendar of events up to date;

<ul style="list-style-type: none"> • Supports and coordinates internal/external meetings related to Project design/implementation/reporting; • Ensures information flow on programme progress/delivery with UNDP/GIZ/GM/Donors; • Assists with recruitment of International Experts/Consultants, and oversees/ monitors recruitment processes in line with UNDP rules and regulations; • Oversees and coordinates working plans and travel schedules, quality of reports/ documents of International Experts/ Consultants. Provides guidance/feedback to International Experts/ Consultants whenever needed; • Oversees and coordinates organization of Project regional events including International study tours; • Provide assistance in conduction of a final evaluation; • Supports Procurement Section with required information on Project equipment.
<p>2. Provides effective support to management support to the Project as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Support to Project monitoring and management; <input type="checkbox"/> Assists with organizing and holding regional seminars, conferences, trainings, and meetings; <input type="checkbox"/> Control over the project expenditures and coordination of funds delivery with management/operations; <input type="checkbox"/> Provides interpretation services to missions when required; <input type="checkbox"/> Any other tasks required for the smooth running and delivery of the Project.
<p>3. Supports knowledge building and knowledge sharing in the office focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Participation in the trainings on project; <input type="checkbox"/> Briefing personnel on regional project activities; <input type="checkbox"/> Synthesis of lessons learned and best practices in programme part; <input type="checkbox"/> Sound contributions to knowledge networks and communities of practice.

IV. Recruitment Qualifications		
Education:	Bachelor Degree preferably in Business or Public Administration, Economics, Political Sciences and Social Sciences.	
Experience:	5 years of relevant administrative or programme experience is required at the national or international level. Work experience in regional programmes/ projects is an asset. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages.	
Language Requirements:	Fluency in English and Russian. Knowledge of Kyrgyz is an asset	
V. Signatures- Job Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Project Manager/Supervisor		
Name Gulmira Torokulova	Signature 	Date