

Programme associate at UNDP

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Apply for the position of Programme Associate at UNDP

DEADLINE: 27 November 2021

Job Description

Background

Ghana has made significant strides in deepening its democratic governance experience over the last two decades. The country has held eight successive elections and systematically strengthened its governance structures and systems at the national and sub-national levels. A robust decentralization process started in 1988 and remains key to enhancing social service delivery. Ghana's resilient democratic structures is also anchored in strong peacebuilding and conflict transformation infrastructure including emerging national peace architecture. Ghana's democratic governance credentials are also visible in its judicial system and relatively strong parliament that provides to a reasonable extent an oversight mechanism on the executive branch of government. These achievements have set Ghana's democracy and governance structures and systems on a progressive trajectory, with growing inclusive systems and processes, a relatively independent judiciary and parliament, and more effective national institutions.

Despite progress, Ghana is still confronted with challenges of deepening its democratic governance progress and in preventing reversals as evidenced by the 4-point reversal in public perception of overall governance from 2017 to 2019 according to the Mo Ibrahim Governance Index (2020). In 2017, the Government of Ghana (GoG) has set a strategic political target of moving Ghana beyond aid and to advance and realize Ghana's full potential through progressive Governance reforms including strengthening parliamentary independence and oversight functions, expanding access to justice, strengthening key institutions to become more accountable, efficient and effective, and importantly promoting trade as a vehicle to governance and economic transformation, and for advancing new frontiers of Intra-African trade.

Since 2018, UNDP Country Office in Ghana has been implementing its Country Programme Document (2018-2022). Under the priority area of '(i) Inclusive, Equitable and Accountable Governance' priority area and under outcome 7 of the UN Sustainable Development Partnership 'Transparent, accountable institutions at all levels that protect the rights of all;

UNDP has been working to Deepen democratic governance by enhancing institutional accountability, transparency, and gender equality for improved protection of rights and access to quality services. In addition, UNDP has been working with relevant stakeholders to enhance citizens' participation and representation in decision making, strengthening national peace architecture and conflict prevention. UNDP aims to support forward-looking engagement on deepening democracy and strengthening governance to advance the achievement of sustainable development goals.

The Project Associate will directly report to the head of the Democratic Governance and Peacebuilding cluster (DGPC). He/she will provide project management support services, including processing requests for payments, budget management, and monitoring. He/she will also assist Programme Officers in performing project management and technical duties. He/she will work in close collaboration with the operations, programme and projects staff in the CO and UNDP HQs staff to exchange information and ensure excellent and consistent service delivery.

Duties & Responsibilities

Summary of key functions:

- Provision of project administrative and financial support services
- Provision of project technical support

Under the direct supervision of the head of the Democratic Governance and Peacebuilding Cluster, the incumbent will be responsible for, but not limited to, the following duties:

Administrative and Financial Support (75%)

- Prepare all payment requests, financial record-keeping, and preparation of financial reports required in line with both the National Implementation and Direct Implementation financial rules and procedures.

- Responsible for ATLAS-related transactions, e.g. keep track and update Risk Management Module and issues log;
- Maintain the budget and expenditure of projects within a portfolio, including formulation, revisions, and record-keeping in ATLAS, monthly status reports, and reporting and liaising with the UNDP on budget matters.
- Support preparation of background information for project implementation, work plans, and budget;
- Keep records and files of financial and technical documentation and reports; Draft the cluster's Annual Procurement Plan and monitor to ensure implementation of the plan in accordance with UNDP's policies/procedures;
- Support the purchase of goods and services and follow up on the issuance of contracts and payments.
- Liaise on the conduct of project audit and ensure access by auditors to project documentation, personnel, and institutions involved in the project
- Assist in the organization of in-country events (meetings, seminars, workshops, training etc), ensuring logistical arrangements.
- Prepare internal and external travel arrangements for personnel.
- Take record of meetings and draft correspondence as required.
- Assist project partners with processes for the advancement and retirement of funds
- Undertake other duties per the requirements of the portfolio.

Technical Support (25%)

- Draft Terms of Reference/Concept Notes for projects within the Portfolio.
- Support in drafting/reviewing Project Reports in line with UNDP's corporate procedures.
- Assist in the drafting of Annual Work Plans and Budgets for projects within the Portfolio.

Impact of Results

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

COMPETENCIES

Core Competencies:

Innovation

- Ability to make new and useful ideas work

Leadership

- Ability to persuade others to follow

People Management

- Ability to improve performance and satisfaction

Communication

- Ability to listen, adapt, persuade and transform

Delivery

- Ability to get things done while exercising good judgment

Technical/Functional

Partnership

- Ability to engage effectively with partners & stakeholders

Risk Management

- Ability to identify, prioritize & mitigate risks

Strategic Planning

- Ability to make decisions that align with strategy, vision, and mission

Budget Management

- Ability to provide budgetary support for teams

Financial Reporting and Analysis

- Ability to evaluate financial data

Stakeholder Management

- Ability to manage multiple stakeholders

Brand & Quality Management

- Ability to strengthen UNDP's identity and brand

QUALIFICATIONS:

Education:

- Secondary Education, preferably with specialized certification and/or training in Accounting and Finance

OR

- University degree in Business or Public Administration with relevant experience of at least two (3) years will be given due consideration

Experience:

- Minimum 6 years of proven professional experience with Secondary Education, or 3 years of experience with a Bachelor's Degree in financial resources management, budget management, or administrative support functions.
- Demonstrated exposure to project management, preferably in the area of environment and climate.
- Experience in the ATLAS project management system is an asset.

Language Requirements:

- Fluency in written and spoken English

Other:

- Proficiency in Microsoft Office (Word, PowerPoint, Excel Outlook, etc)
- Working knowledge of other UN languages is desirable
- Non-Smoking environment

Important Note:

- Candidates selected pursuant to this vacancy may be subject to UNDP's policy on Probation

upon assignment.

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