



UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

I. Position Information

Job Code Title :	Project Associate
Type of Contract:	Service Contracts (SC)
Level:	SC-3 (ICS6)
Supervisor:	Chief Technical Adviser / Senior Governance Advisor

II. Organizational Context

The United Nations Development Programme (UNDP) is the UN's global development network whose core objective is to strengthen local capacities. Using its worldwide network, UNDP coordinates global and national efforts and provides technical assistance in order to reach sustainable development.

UNDP's programmes are designed on the basis of national development priorities in close coordination with governments, local institutions, the civil society, the private sector, academic institutions, the media, UN agencies and other allies who take part in the identification of their own solutions to global and national development challenges. Through its programmes, UNDP brings people together within nations and around the world, fostering partnerships and sharing ways to promote participation, equality and inclusion.

According to information provided by the Ombudsman's Office, all Peruvian regions are affected by social conflicts, although some of them are more affected than others. There are multiple reasons for the high incidence of social conflicts. However, it is evident that the regions that show the highest rates of social conflicts are those where mining projects and extractive activities are executed.

The purpose of the project is to strengthen democratic institutions, good governance and economic growth through the prevention, transformation and management of violent social conflicts by fostering consensus based visions on the use of Natural Resources. The project will aim at establishing mechanisms for pursuing effective and participatory dialogue as well as consultation mechanisms around extractive industries' activities. The initiative will also strengthen the competencies, knowledge and resources of sub-national governments to detect, manage and effectively prevent the escalation of tensions into violent conflicts related to the exploitation of Natural Resources.

III. Functions / Key Results Expected

The Project Associate provides technical supports to assist the Chief Technical Adviser / Senior Governance Advisor in project administration, management as required for the successful management and achievement of the project's outcomes.

Summary of Key Functions:

- Provision of administrative services

- ❑ Project documentation management
- ❑ Financial Management, Monitoring and reporting
- ❑ Provision of technical support services
- ❑ Prepare and present materials, briefings and summaries pertaining to project implementation to various audiences, including main implementation as well as other UN agencies partners in the implementation of UNDP projects in Peru and official agencies

- ❑ Provision of **administrative services**:
 1. Set up and maintain project files
 2. Collect project related information data
 3. Support the recruitment of consultants/contractors
 4. Support the preparation and updating of annual work plans
 5. Preparation of required budget revisions, revision of project award and project status, determination of unutilized funds, operational and financial close of a project
 6. Assist in managing requests for day-to-day financial administration of the project, using advance of funds, direct payments, or reimbursement using the FACE (Fund Authorization and Certificate of Expenditures)
 7. Support the preparation of the Annual Review Report
 8. Administer the quality review process
 9. Administer Project Board meetings

- ❑ Project **documentation management**:
 1. Administer project revision control
 2. Establish document control procedures
 3. Compile, copy and distribute all project reports

- ❑ **Financial Management, Monitoring and reporting**:
 1. Assist in the financial management tasks under the responsibility of the Chief Technical Adviser / Senior Governance Advisor
 2. Assist in monitoring financial resources and accounting to ensure accuracy and reliability of financial reports; in particular tracking and reporting on mobilized resources
 3. Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas
 4. Timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers
 5. Creation of requisitions in Atlas, register of goods receipt in Atlas
 6. Making budget check for requisitions, POs and vouchers

- ❑ Provision of **technical support services**:
 1. Provide technical advices
 2. Support to resource mobilization
 3. Review technical reports
 4. Monitor technical activities carried out by responsible parties
 5. Facilitation of knowledge building and knowledge sharing

IV. Impact of Results

The key results have an impact on the overall implementation and performance of the Project.

V. Competencies and Critical Success Factors

Functional Competencies:

- Ability to manage budgets, manages contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery.
- Clear ability to articulate ideas and issues.
- Ability to maintain strong relationships with clients, focuses on impact and results for the client and responds positively to feedback.
- Strong interpersonal and communications skills.
- Experience in working in teams.
- Information technology skills. Skills in project management software will be an asset.
- Experience in working with UN or UNDP projects a plus.
- Displays cultural, gender, religious, race/ethnic, nationality and age sensitivity and adaptability.

VI. Recruitment Qualifications

Education:	Secondary Education, preferably with specialized certification in Accounting and Finance. University Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences would be highly desirable.
Experience:	At least (6) years of work experience in the area of project support, with experience in project management. Knowledge or past experience of conflict management and conflict prevention efforts. Knowledge and experience working with youth, development and conflict issues. Knowledge in strategic planning, results-based management and reporting. 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:	Excellent command of the English language, excellent writing skills and language of the duty station.

VI. Signatures- Job Description Certification

Incumbent *(if applicable)*

Name	Signature	Date
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Supervisor

Name	Signature	Date
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Chief Division/Section

Name	Signature	Date
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