



**UNAIDS office Peru
(Lima, Peru)**

Programme Associate, G7
Terms of Reference

Key Responsibilities:

Under the overall guidance and supervision of the UNAIDS Country Coordinator (UCC) for Peru and Bolivia, the Programme Assistant will be responsible for ongoing administrative, financial and programme support. The Programme Associate will be expected to independently, on a day by day basis, organize and accomplish the various tasks stipulated herein. An appraisal of level of performance will be conducted by the UCC at the end of each year of Contract.

The general responsibilities will include programme assistance and financial monitoring of office funds (operational budget and activities) for the UNAIDS Office in Peru. The Programme Associate will work in close cooperation with the UNDP, national governments, UN Agencies' operational, administrative and financial staff in Peru. Additional responsibilities include supervision of the driver and office cleaning staff.

Specific Tasks:

➤ **Finance**

- Maintains financial records for the Country Office and assures accuracy of budget lines, records, receipts, payments, balances, expenditures and other data for day-to-day transactions.
- Monitors financial documents to record and reconcile expenditures, balances, payments, statement of accounts and other records for the day-to-day transactions and reports, identifies discrepancies in accounts and finds advice on the necessary corrective measures, selects and enters data from a wide variety of documents, verifying accuracy and by checking sources, making necessary calculations and assuring inclusion of all relevant data.
- Analyses UNDP Agency Clearance reports to ensure that charges are correctly debited.
- Develops matrices to monitor all Country Office funds: operational budgets, PAF funds, PSF funds, activities, etc.
- Ensures compliance with UNAIDS and UNDP financial reporting policies and guidelines.

- Prepares recurring reports as scheduled and special reports as required for budget preparation and audits. Submits the operational budget matrix to FST on a monthly basis.
- Maintains liaison with UNDP on procedures and regulations pertaining to the financial reporting.
- Prepares annual budgets.
- Monitors operational, local staff support and travel budgets.
- Briefs and assists the staff on basic financial procedures and requirements with respect to payments, entitlements, banking and currency control provisions and other requirements relating to accounts and finance, provides advice to the partners on the proper procedures to be observed by UNAIDS and other UN offices in the disbursement of funds as well provides guidance on the proper monitoring and effective utilization/handling of funds and other financial issues.
- Supports administrative including financial processes in Bolivia
- Perform any other tasks of financial character as assigned by the UCC.

➤ **Programme**

- Prepares the agenda and supporting documents for the UCC's missions.
- Provides assistance with regards to the implementation of the programme activities: develops, supports and assists in the organization of the meetings and activities of the Joint UN Team on HIV/AIDS, seminars, workshops, training sessions, prepares and coordinates field visits for the missions in cooperation with programme, NGOs and government departments.
- Maintains programme/project files for both completed and on-going activities and projects, including regional ones. Maintains electronics archive of project documents and relevant reports. Prepares and maintains records, documents and control plans for the monitoring of project/programme implementation.
- Arranges for processing of government requests.
- Collects statistical and other information from government offices, NGOs and international organizations for use by the supervisor. Prepares background information for use in discussions with the Government and other organizations.
- Supports technical activities of the UNAIDS Office by conducting some research and collecting and disseminating data and information, as required.
- Drafts correspondence, as well as follow up on some technical issues with some governmental institutions, national and international organizations, associations, Network of People Living With HIV/AIDS (PLWAs) , UN Agencies and other relevant partners in the country.
- Corresponds with the UNAIDS Cosponsors and partners at large on issues related to the involvement of civil society in HIV/AIDS response, to foster collaboration between UN Agencies, national and international partners and civil society.
- Drafts Note for record, meeting reports, agendas, hand-outs for the meeting of the Joint UN Team.
- Supports Programme Activities in Bolivia
- Undertakes any other relevant duties that may be assigned by the supervisor.

➤ **Staff Supervision**

- Provides supervision, coordination, guidance as appropriate.

- Reviews and clears driver's log for UCC approval.
- Supervises daily work of the secretary and driver/7clerk, ensuring compliance with all established tasks and responsibilities related to office maintenance.

Post requirements:

Knowledge and experience

- Educational qualifications: Secondary Education, preferably with specialized certification in Accounting and Finance. University Degree in Business or Public Administration, Economics, Political or Social Sciences would be desirable, but it is not a requirement
- Languages: Fluency in written and oral in both English and Spanish. Additional UN languages will be an added advantage;
- Computer literacy: Microsoft Word, Excel, Internet, Outlook Express; Powerpoint
- Experience: More than 8 years of progressively responsible administrative and programme experience; working experience with the United Nations required; excellent knowledge of UN rules and regulations and experience in dealing with vulnerable groups and people living with HIV.

Professional competencies and personal qualities:

- Excellent interpersonal communication skills.
- Excellent writing skills.
- Excellent organizational skills.
- Ability to analyze and synthesize multi-faceted issues.
- Ability to prioritize subject matters and competing demands.
- Ability to interact, in an appropriate way, with professionals at different level.
- Ability to work under stress.
- Ability to work in a team.
- Ability to handle confidential matters with professional discretion.
- Ability to make sound judgment on the urgency of action.
- Attitude of acceptance and respect towards people living with HIV/AIDS and vulnerable groups.