



INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No.	UNRCCA/003/2018	Deadline	15 March 2018
Post Title	Project Assistant	Contract type	Individual Contractor/Service Contract
Organizational Unit	Political Affairs Unit / UNRCCA	Location	Ashgabat, Turkmenistan
VA Date:	01 March 2018	Duration of contract	Initial period of 6-month with possibility of further extension, subject to availability of funds

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Project Manager, the incumbent will be responsible for the following duties:

- *Budget and Finance*

Provides assistance in the preparation and development of the Project's work programme and budget; Assists in monitoring the budget/work programme with respect to the project funding sources (extra-budgetary/trust funds, grant and other funds) on a regular basis, and records reallocations of resources and implements the reallocations as necessary; Collects data from relevant databases and assist in preparation of financial reports; Provides assistance in the review, and preparation of the medium-term plan and its revisions; Prepares and/or assists in the finalization of cost estimates and budget proposals, including programmatic aspects; Monitors compliance with the medium and long term plans; Assists in the elaboration of resource requirements for budget submissions; Monitors budget implementation / expenditures and records reallocation of funds as necessary; Initiates requisitions for goods and services and ensures that correct objects code of expenditure charged and availability of funds; Monitors the approved resources for the project are in line with agreements and cost plans with a special attention given to regulations and rules and established policies and procedures; Assists in the preparation of budget performance submissions; Assists in finalization of budget performance reports with attention given to variances between approved budgets and actual expenditures.

- *General Administration*

Provides guidance to the Project personnel, including consultants/experts on UN rules and regulations and related administrative procedures and policies; Assists in reviewing of donor and/or project specific agreements, contributions for grants or other activities within assigned areas; Identifies and reports issues/problems as they arise, and recommends appropriate actions; Works in close coordination with UNRCCA Administration and liaises as needed with all other concerned officials and team members at the mission and HQ level; Performs other related administrative duties, as required (e.g., travel support, monitoring accounts and payment to vendors (printing services, publications, contracts with hotel/conference services providers) and consultants/individual contractors for services, maintenance of equipment, software and systems, etc). Assists in coordinating operational and logistical support arrangements and/or requirements for organizing various seminars, workshops, conferences and related services (translations, equipment rental, hotel/venue arrangements, etc)

- *Human Resources Management*

Performs various actions related to initiating recruitment of local and international consultants and experts and related human resource activities. Advises staff on visa matters; Provides advice and answers general queries on contractual and/or entitlements related issues, procedures and processes; Provides information and advice to consultants/experts with respect to conditions of service, duties and responsibilities, and privileges and entitlements under the relevant ST/AI.

- *Communication and Research*

Drafts routine correspondence; Maintains project files and other related documentation; Provides support for substantive operations through research, preparation of background materials and development of public outreach materials; Coordinates extensively with project counterparts and liaises frequently with internal team members both in the mission and at HQ level; Provides research assistance to the Consultant for the project as requested; Provides backup support to the Consultant and liaises between him/her and the UNRCCA on a regular basis;

- Performs other duties as assigned.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent is required. Technical training in Finance, Budget, Human Resources Management or Administration is highly desirable.

Experience: A minimum of five (5) years of progressively responsible experience in administration, finance, budget, accounting, audit, human resources or related area.

Languages: Fluency in English and Russian both oral and written is required; knowledge of Turkmen is desirable.

Other: Solid computer skills including proficiency in word processing and spreadsheets is required. Specific knowledge of the UN administrative electronic tools, such as Umoja or ERP is desirable. Experience working at a UN field mission or UN Agencies in this capacity is desirable.

UN CORE VALUES AND COMPETENCIES

Professionalism: Ability to perform a broad range of administrative functions, e.g., budget/work planning, human resources, database management, etc. Knowledge of various United Nations administrative, financial and human resources rules, regulations, and ability to apply them in a professional context. 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 project 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.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Accountability: Takes ownership of responsibilities and honours commitments; delivers outputs for which he/she is responsible within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Creativity: Actively seeks to improve programs or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from their point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies client needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to anticipate problems; keeps clients informed of progress or setbacks in projects; meets deadlines for the delivery of products or services to the client.

APPLICATIONS

Interested candidates should accurately complete, sign and date the attached United Nations Personal History form (P.11) and forward it electronically to the following e-mail address: bernovskaya@un.org or may submit/deliver their applications in a sealed envelope to the address: **43 Archabil Avenue, Ashgabat, 744036, Turkmenistan.**

Important: Applicants should indicate Vacancy Announcement Reference Number and Post Title on the email subject line, if/when submitting electronically and/or on their Cover Letter, if/when the application is submitted/delivered in person to the address mentioned above

Incomplete P.11 forms will not be accepted. Please note that any information provided on the P.11 form will be considered binding. The selected candidates may be subject to a reference checks process to verify the

information provided in the P.11 form.

Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the Vacancy Announcement

Women candidates are encouraged to apply, and in the selection process, preference will be given to equally qualified women candidates.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.