

UNITED NATIONS DEVELOPMENT PROGRAMME

TERMS OF REFERENCE



I. POSITION INFORMATION

Agency title:	UNODC Programme office in Kyrgyzstan
Job Code Title:	Country Programme Management officer
Duration of Employment:	One year with possible further extension
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-9
Supervisor:	Head of the UNODC Programme Office

II. BACKGROUND INFORMATION/OBJECTIVES

Under the overall supervision of the head of the UNODC Programme Office the Country Programme Management Officer is responsible for the development and then day-to-day management and implementation of the Integrated Country Programme (ICP), including all programme and administrative matters. Manager is responsible for coordination of the ICP related activities with state agencies.

III. FUNCTIONS

1. Manage and coordinate activities related to the development of the Integrated Country Programme with relevant national authorities, stakeholders and partners
2. Manage and coordinate programme activities, from substantive, administrative and financial points of view, applying strategic planning and systematic coordination of programme activities.
3. Manage day-to-day programme implementation and overall coordination of programme outcomes.
4. Provide support to the Head of the Programme Office in performing supervision over the support personnel and ensure effective communication and coordination between the UNODC Programme office in Kyrgyzstan and management of all UNODC projects, contributing or being part of the ICP.
5. Provide direction and leadership to programme teams and responsible parties in advocating programme objectives and in ensuring that all interested parties are well informed about the programme activities and goals.
6. Identify any support and advice required for the management, planning and control of the Programme.
7. Plan, organize and participate in the transparent tender bidding or request for proposal processes for the selection of implementing partners for sub-projects and ensure the preparation of clear tender bidding evaluation reports.
8. Undertake regular monitoring activities report to UNODC ROCA on the status of activities including suggestions for improvements.
9. Guide and orient efforts and contributions of consultants, staff and government counterparts towards achievement of programme objectives. Mobilize goods and services to initiate activities, including drafting TORs and work specifications.
10. Assist in development of the gender mainstreaming strategy and ensure the

mainstreaming of gender into all programme activities.

11. Manage programme administrative and security related activities, monitor financial resources and accounting to ensure accuracy and reliability of financial reports.
12. Participate in transparent and competitive selection, recruitment, supervision and mentoring of respective programme staff. Ensure efficient HR management, conduct regular performance appraisal exercises for programme staff.
13. Establish and maintain relationships and act as the key focal point with UNDP CO to ensure that all programming, financial and administrative matters related to the Programme are transparently, expediently and effectively managed, in line with established UN Rules and Regulations.
14. Verify and channel all requests for programme, administrative, logistical and other support and report all incidents related to security and issues of general concern.
15. Manage the transfer of programme deliverables, documents, files, equipment and materials as per the standards UN procedures.
16. Ensure establishment and maintenance of proper electronic and paper filing systems.
17. Perform other duties that may be required by the Head of the Programme Office or UNODC Senior Management.

IV. RECRUITMENT QUALIFICATIONS/COMPETENCIES

Education:	<ul style="list-style-type: none"> ♦ Master degree or equivalent in international development, social sciences, public administration or other relevant field
Experience:	<ul style="list-style-type: none"> ♦ 7 years of relevant experience at the national or international level in providing management advisory services, hands-on experience in design, monitoring and evaluation of development projects. ♦ 5 years of managerial experience is required ♦ Proven ability to draft, edit and produce written proposals and results-focussed reports ♦ Proven experience working with Government, civil society, international organizations and donors ♦ Experience in the usage of computers and office software packages (MS Word, Excel, etc.)
Language Requirements:	Fluency in English and Russian. Knowledge of Kyrgyz is an asset

V. Signatures- Job Description Certification

Incumbent (if applicable)

Name Signature Date

Head of UNODC Programme Office in Kyrgyzstan

Name Signature  Date 08.06.2011