



### I. Position Information

<b>Job Code Title:</b> SGP Programme Assistant <b>Report to:</b> SGP National Coordinator (NC) <b>Duty Station:</b> UNDP Office - Tehran, Iran	<b>Type of Contract:</b> Service Contract <b>Level of Post:</b> SC5 <b>Duration:</b> Six months with possibility of extension.
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### II. Organizational Context

Under the overall guidance and direct supervision of SGP National Coordinator, the Programme Assistant provides programme support services ensuring high quality, accuracy and consistency of work.

The Programme Assistant provides day-to-day substantive, administrative and financial support to the national SGP team and the National Steering Committee to ensure the smooth operation and management of the GEF-SGP (Global Environment Facility – Small Grants Programme) programme portfolio; provides timely and efficient response to queries from different grantees and stakeholders, closely monitors the achievement of the national annual SGP delivery and co-financing targets, and update of relevant database.

### III. Functions / Key Results Expected

#### Summary of Key Functions:

- Support to GEF-SGP programme implementation;
- Support to financial management of GEF-SGP programme;
- Administrative support to GEF-SGP programme;
- Support to knowledge building and knowledge sharing.

1. Supports **GEF-SGP programme implementation** focusing on achievement of the following results:

- Collection, analysis and presentation of information for identification of areas for support and programme formulation/ implementation;
- Contribute to day-to-day support to programme/project implementation and ensuring conformity to expected results, outputs, objectives and work-plans;
- Assist the NC in prescreening project concepts and project proposals, and evaluate the financial part of the project proposals;
- Assist the NC in development and amendment of application forms and other management tools, requirements of the programme and other SGP documents;
- Advise potential grantees on technical project preparation issues, and report to NC and NSC on project development activities, as required;

- Provide day-to-day support to new and already approved projects and the grantees, as required;
- Assist the NC in project implementation and monitoring, including participation in field visits;
- Organize SGP advocacy events, workshops, round-tables, missions for PM and other SGP events;
- Maintain working-level contacts with NGOs, governmental institutions, donors, other SGP stakeholders, and participate at events for SGP information dissemination purposes;
- Draft progress reports and other reporting material to the CPMT, UNOPS and UNDP CO, and assist NC in preparation of semi-annual and bi-annual progress reports;
- Draft articles, publications, speeches, letters, memos and other documents on behalf of NC, and respond to queries on SGP programme matter;
- Create and maintain SGP project database and SGP stakeholders' database;
- Maintain and update the SGP website, SGP Global database and UNDP CO website with SGP information;
- Support and assist PM as and when needed.

2. Provide effective support to **financial management of GEF-SGP programme** focusing on the achievement of the following results:

- Review and process payment requests from grantees and vendors through obtaining necessary clearances and authorizations and ensuring payments are effected promptly;
- Maintain financial integrity of the programme within UNDP CO and externally, implement and monitor accounting system and databases of SGP country operational budget;
- Prepare and maintain the grant disbursement table and calendar;
- Review financial reports submitted by grantees and advise the NC as required;
- Draft administrative budget proposals;
- Enter, extract, transfer data from ONEUNOPS and SGP database and produce reports as required;
- Provide other financial reports as required.

3. Provides **administrative support to GEF-SGP programme** focusing on achievement of the following results:

- Procure office equipment and furniture (including communication and audio equipment, supplies etc);
- Manage and organize day to day office work;
- Establish a proper filing system and maintain files and documentation in good order;
- Draft routine correspondence and communications;
- Prepare background information and documentation, update data relevant to the programme areas and compile background material for the PM and NSC;
- Ensure flow of information and dissemination of materials with all concerned;
- Follow up of travel arrangements and DSA payments for the NC and NSC members;
- Maintain personnel files, performance evaluation reports, leave records, and other pertinent personnel/consultant records;
- Ensure all reporting and/or submission deadlines from HQs are met;
- Provide logistical and other support to the local SGP team and visiting missions, as required.

4. Supports **knowledge building and knowledge sharing** focusing on achievement of the following results:

- Actively support the SGP and the NSC teams in their efforts towards knowledge management and knowledge networking;
- Participation in the trainings for the projects staff on programme;
- Contributions to knowledge networks and communities of practice.

## IV. Impact of Results

The key results have an impact on the successful achievements of GEF-SGP objectives.

## V. Competencies and Critical Success Factors

### Functional Competencies:

#### Advocacy/Advancing A Policy-Oriented Agenda

##### Level 1.1: Support the preparation of information for advocacy

- Identifies relevant information for advocacy for a variety of audiences

#### Results-Based Programme Development and Management

##### Level 1.1: Contributing to results through provision of information

- Provides information and documentation on specific stages of projects/programme implementation
- Provides background information to identify opportunities for project development and helps drafting proposals.

#### Building Strategic Partnerships

##### Level 1.1: Maintaining information and databases

- Analyzes general information and selects materials in support of partnership building initiatives

#### Innovation and Marketing New Approaches

##### Level 1.1: Implementing processes and uses products

- Documents and tracks innovative strategies/best practices/new approaches
- Responds positively to new approaches

#### Resource Mobilization

##### Level 1.1: Providing information for resource mobilization strategies

- Maintains information/databases on potential and actual donors
- Maintains database of project files
- Provides data and information needed for preparation of project documents

#### Promoting Organizational Learning and Knowledge Sharing

##### Level 1.1: Basic research and analysis

- Researches best practices and poses new, more effective ways of doing things

#### Job Knowledge/Technical Expertise

##### Level 1.1: Fundamental knowledge of processes, methods and procedures

- Understands the main processes and methods of work regarding to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Demonstrates good knowledge of information technology and applies it in work assignments
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates in-depth understanding and knowledge of the current guidelines and utilizes these regularly in work assignments.

Global Leadership and Advocacy for UNDP's Goals

**Level 1.1: Research and analysis**

- Identifies relevant information for advocacy for UNDP's goals for a variety of audiences

Client Orientation

**Level 1.1: Maintains effective client relationships**

- Reports to internal and external clients in a timely and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Establishes, builds and sustains effective relationships within the work unit and with internal and external clients
- Responds to client needs promptly

**Core Competencies:**

- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others. **Promoting learning and knowledge management/sharing is the responsibility of each service contract holders.**
- Informed and transparent decision making

<b>VI. Recruitment Qualifications</b>	
Education:	Secondary Education. University degree, preferably in Business Administration or an environmental science field would be an asset.
Experience:	5 years of relevant administrative or programme experience (office management, including financial reporting) is required at the national or international level. Project writing will be an asset. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web based management systems.
Skills:	Familiarity with bottom up approaches and ability to work with different layers including the communities Good communications and interpersonal skills is essential; Excellent drafting and analytical skills is required. Good knowledge of budget control and financial management.
Language Requirements:	Fluency in Persian and English, both written and spoken; Fluency in another UN language is an asset.

<b>VII. Signatures- Job Description Certification</b>		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date