



UNODC

United Nations Office on Drugs and Crime

Regional Office for the Middle East and North Africa

I. Position Information

Position Title: Project Associate (2 posts)
Agency: UNODC
Type of Contract: Service Contract (SC)
Level: SB-3
Duty Station: Cairo, Egypt
Contract Duration: 1 Year with renewable possibility, subject to availability of funds

II. Organizational Context

Under the overall guidance and supervision of the regional Project Officer, the Project Associate provides ongoing project and administrative assistance and support to the “Action Against Corruption in the MENA Region” project, performing a variety of standard administrative processes ensuring high quality and accuracy of work.

The Project Associate works in collaboration with the operations, programme and project staff in the CO to exchange information and ensure consistent services delivery.

III. Functions / Key Results Expected

Summary of Key Functions:

- Provide support to management of ongoing project activities
- Support to administrative and logistical services
- Support to project maintenance and assets management
- Support to knowledge building and knowledge sharing
- Any other task assigned by the Supervisor

1. Ensures provision of **support to management of ongoing project activities**, focusing on achievement of the following results:

- Provide inputs in the elaboration of work plan
- Assist in arranging logistics, preparing agenda and coordinating with related stakeholders for organizing workshops as and when required
- Assist in minutes taking for program/project meetings and in drafting research reports as required
- Assist in coordinating of the planned events of the project
- Assist in drafting inputs for the project's reports

2. Ensures **effective administrative and logistical services**, focusing on achievement of the

following results:

- Contacts with visitors and project personnel, arrangement of appointments and meetings, acting as an interpreter when required and/or taking minutes.
- Compilation and preparation of briefing and presentation materials, speeches, background information and documentation for meetings and missions.
- Translation of simple correspondences from Arabic to English and vice versa, when needed.
- Maintenance of records/ documents/ files relating to the project in a user-friendly manner
- Be responsible for assigned correspondence and other admin tasks including creating E-requisitions
- Arrangements of travel and hotel reservations, preparation of travel authorizations, processing requests for visas, identity cards and other documents
- Administrative support to conferences, workshops, retreats
- Arrangement of vehicle transportation, regular vehicle maintenance and insurance
- Assistance in proper control of supporting documents for payments and financial reports
- Check related forms delivered by Implementing partners for completion before submitting to the Finance Associate for verification
- Proper receipting of goods and services
- Preparation of routine correspondence, faxes, memorandum and reports to partners
- Extracting, inputting, copying and filing data from various sources as required
- Maintain a proper filing system for financial records ensuring safekeeping of confidential materials
- Assisting in organizing, executing and coordinating logistical requirements by drawing up an event time-line, programme schedule and checklist for successful holding of events
- Custodian for management of office stationery supplies including maintenance of stock list of stationery, distribution of stationery as required by staff and keeping a log of distribution.
- Extraction of data from various sources.
- Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to head of unit.
- Assistance in the preparation of budget, provision of information for audit.

3. Provides **support to office maintenance and assets management**, focusing on achievement of the following results:

- Act as a backup to the Asset Focal point in the maintenance of records on assets management
- Maintenance of files and records relevant to office maintenance
- Provision of support to maintenance of common premises and common services

6. Support **knowledge building and knowledge sharing** in the CO, focusing on achievement of the following results:

- Participation in the training for the operations/programme staff
- Sound contributions to knowledge networks and communities of practice.

V. Competencies

Main Competencies and Success Factors:

Professionalism: Understanding of theories, concepts and approaches relevant to crime prevention and criminal justice, and international relations. Knowledge of the mandates, priorities and operational modalities of UNODC. Good analytical and problem-solving skills, including ability to identify and contribute to the solution of problems/issues; sound judgment and political sensibility.

Communication: Excellent and effective communication (spoken, written and presentational) skills. Ability to prepare, consolidate inputs and finalize all types of communication material. **Teamwork:** Good inter-personal skills and ability to establish and maintain effective partnership and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender.

Planning and organizing: Ability to plan own work, manage conflicting priorities and to use time efficiently. Ability to organize and implement activities and outputs. Ability to maintain focus and pay attention to details.

- Demonstrates commitment to UNODC's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- 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.
- Informed and transparent decision making

Functional Competencies:Building Strategic Partnerships

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

Promoting Organizational Learning and Knowledge Sharing

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

Job Knowledge/Technical Expertise

- 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

Promoting Organizational Change and Development

- Demonstrates ability to identify problems and proposes solutions

Design and Implementation of Management Systems

- Uses information/databases/other management systems

Promoting Accountability and Results-Based Management

- Gathers and disseminates information on best practice in accountability and results-based management systems

VI. Recruitment Qualifications	
Education:	University degree in Business Administration, Public Administration, Law, Social Sciences, International Relations and any other related field.
Experience:	5 years of progressively responsible administrative or programme experience is required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, etc.). Experience in handling of web-based management systems.
Language Requirements:	Excellent written and oral English and Arabic languages

Interested candidates should submit their duly filled P.11 [form](#) and a cover letter explaining why they think they are the best candidate for the position to hr.egypt@unodc.org by **Sunday, 24th February 2019, writing in the subject line the title of the post.**

Only short-listed candidates will be contacted