



I. Position Information

Job Code Title:	Programme Support and Monitoring Officer
Net Salary:	ICS-8 - R\$6.534,00 plus medical/dental insurance and pension fund
Supervisor:	Regional Representative
Type of contract:	Fixed-term appointment (initially for one year). Renewal of contract is subject to availability of funds

II. Organizational Context

Under the supervision and guidance of the UNODC Regional Representative, the Programme Support and Monitoring Officer is responsible for the provision of support and monitoring services to UNODC'S programme including finance, procurement and other operational support services. The implementation of the finance and procurement services must be compliant with UN rules and regulations. The officer will ensure smooth functioning of the UNODC programme/projects support services contributing to programme delivery and continuous monitoring.

Also, the Programme Support and Monitoring Officer leads and guides the procurement and finance team, fosters collaboration with programme staff and with other UN Agencies, with HQs staff and Government officials.

III. Functions / Key Results Expected

Summary of Key Functions:

- Ensure support services to programme operations
 - Manage financial resources and supervise finance staff
 - Coordinate efficient procurement services and supervise procurement staff
 - Monitor programme implementation and reporting as required
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- Ensure full compliance of operations with UN rules and regulations;
 - Support implementation of programme strategies, management goals and monitoring of project implementation;
 - Ensure business processes mapping and establishment of internal Standard Operating Procedures (SOPs) in Finance and Procurement;
 - Promote knowledge building and sharing of finance and procurement rules and regulations;
 - Give support to UNODC thematic managers on implementation and monitoring of programme delivery;
 - Act as certifying officer; supervising of treasury transactions and bank reconciliations;
 - Approve pending disbursements as the "third authority" (checks, bank transfers, EFT);
 - Approve bank reconciliations;
 - Organize and provide oversight of UNODC cash management processes, including liquidity management, recommendation of imprest level, risk assessment, bank relationship management; timely accounting and reconciliation of all transactions, security for cash assets on site;
 - Assure correct transactions and payment approvals on ledger management system;
 - Comply with corporate rules and regulations and elaboration of procurement plans including supplier selection and evaluation, quality management, customer relationship management, performance measurement;
 - Monitor oversight on procurement processes and logistical services in accordance with UN rules and

- regulations;
- Provide proper monitoring of programme implementation and reporting as required;

IV. Impact of Results

The key results have an impact on the overall efficiency and effectiveness of UNODC operations as they relate to the use/planning of financial resources and fund monitoring in addition to support services in finance, procurement and programmatic areas.

V. Competencies and core values

UN Core Values:

“integrity”, “respect for diversity” and “professionalism

Core Competencies:

Communication, teamwork, planning & organizing, accountability, commitment to continuous learning and technological awareness

Managerial Competencies:

Leadership, vision, empowering others, building trust, managing performance, judgement/decision-making

VI. Recruitment Qualifications

Education:	University degree in Business or Public Administration, Finance, Economics or related field.
Experience:	5 years of relevant experience at the national or international level in providing programme finance/management advisory services; Experience in the usage of IT and office software packages, experience in handling web-based management systems. Knowledge of UN Rules and Regulations and auditing procedures on Nationally Executed Projects; Bank account and reconciliation management; Supervisory and performance management experience.
Language Requirements:	Fluency in Portuguese, English and intermediate level of Spanish.

VII. How to Apply

Interested candidates should submit a P11 Form (<http://www.unodc.org/pdf/brazil/TOR/P11.doc>) and a motivation letter in English to unodc.brasil@unodc.org

DEADLINE: 09 November 2009

Selection Criteria:

- 1- The present position is for Brazilian nationals to work in Brasilia, DF, Brazil.
- 2- Only candidates who meet minimum requirements will be considered for tests and interviews.
- 3- UNODC is not in a position to afford travel costs for candidates from other cities.
- 4- Results of the selection process will be communicated to candidates only by e-mail;
- 5- The expected starting date is 15 January 2010.