

Posting Title : Programme Assistant (G6)

Department/ Office : Department of Economic and Social Affairs
United Nations Project Office on Governance (UNPOG)

Duty Station : INCHEON CITY, Republic of Korea

Organizational Setting and Reporting Relationships

This position is located in the Republic of Korea in the United Nations Project Office on Governance (UNPOG), which is part of the Division for Public Institutions and Digital Government (DPIDG) of the United Nations Department of Economic and Social Affairs. The Division is mandated to assist the Member States of the United Nations in fostering effective, efficient, transparent, accountable, innovative, and citizen-centred public governance, administration and services through innovation and technology to achieve the internationally agreed development goals, including the 2030 Agenda. The incumbent reports to the Head of UNPOG.

UNPOG is mandated to strengthen of the capacities of public administration in developing countries, with a particular focus on LDCs, LLDCs and SIDS in Asia and the Pacific, to translate the Sustainable Development Goals (SDGs) and other internationally agreed goals into institutional arrangements, strategies and programmes at country-level for implementing the 2030 Agenda for Sustainable Development. The Project aims to fulfil these objectives by implementing activities under three components: i) Research and Policy Analysis; ii) Capacity Development; and iii) Networking and Outreach.

Responsibilities

Under the overall guidance of the Head of UNPOG and the direct supervision of the Senior Governance and Public Administration Expert, the Programme Assistant will be responsible for the following duties:

- Compiles inputs for the preparation of regular reports, briefing notes, speeches and similar materials for implementing programme activities;
- Supports the organizational and logistical aspects of UNPOG workshops, conferences and other meetings;
- Assists in reviewing and editing substantive reports, publications and other outputs of UNPOG and contributes to the finalization of the outputs;
- Provides advice and guidance to staff with respect to the UN administrative procedures, processes and practices and liaises with UN central administrative services;
- Assists in the monitoring and evaluation of UNPOG's work programme; categorizes, updates, tracks and analyses data related to programme activities, e.g. accounting records, outputs, resources utilized, deviations/revisions, etc.; carries out periodic status reviews, identifies issues and initiates requisite follow-up actions; prepares revised budget estimates; reports on budget revisions, expenditures and obligations, verifies availability of funds; ensures necessary approval and entry in computerized budget system; initiates financial authorizations for expenditures; monitors accounts and payments to vendors and individual contractors for services.
- Organizes travel and interacts with participants in UNPOG workshops, conferences and other meetings and creates travel requests, expense reports through Umoja;
- Performs other duties as required.

Competencies

- **Professionalism:** Knowledge of internal policies, processes and procedures generally, and particularly with those related to programme/project administration, implementation and evaluation, technical cooperation, programming and budgeting; ability to apply judgement in the context of assignments given, plan own work and manage conflicting priorities; shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; being conscientious and efficient in meeting commitments, observes deadlines and achieves results; being motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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; tailor's language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; 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.

Education

High School diploma or equivalent. Must have passed the United Nations Global General Service Test (GGST) at Headquarters or an equivalent locally-administered test at offices away.

Work Experience

Several years of experience in programme or project administration, technical cooperation or related field is required. Experience in other technical cooperation activities, including organization of international workshops, meetings and training seminars/study tours if required. Experience in the use of Umoja or any enterprise resources planning system is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. Fluency in English is required. Knowledge of another official United Nations language or Korean is an advantage.

Assessment Method

Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview.

Special Notice

The initial appointment is for one year subject to approval of funding. Extension of appointment is subject to the extension of the mandate and/or the availability of funds.