**1550 Programme Assistant**

**Location :** Belgrade, SERBIA

**Application Deadline :** 21-Feb-16

**Type of Contract :** Service Contract

**Post Level :** SB-2

**Languages Required :** English

**Starting Date :** 01-Mar-2016
(date when the selected candidate is expected to start)

**Duration of Initial Contract :** until 31 December 2016

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Background

The Programme Assistant provides programme support services ensuring high quality of work, and ensures accurate, timely and properly recorded/documented service delivery within the UNDP SEESAC portfolio under direct supervision of Senior Programme Coordinator, and overall guidance of Programme Specialist, Citizen Security and SGBV/ SEESAC Coordinator at the Istanbul Regional Hub.

The South Eastern and Eastern Europe Clearinghouse for the Control of Small Arms and Light Weapons (SEESAC)[[1]](http://jobs.undp.org/cj_view_job.cfm?cur_job_id=63740" \l "_ftn1) is a joint initiative of the UNDP and the Regional Cooperation Council. As such, it is an integral part of UNDP’s work in the Europe and the Commonwealth of Independent States (ECIS) region and has, since 2002, worked primarily to strengthen the capacities of national and regional stakeholders to control and reduce the proliferation and misuse of small arms and light weapons, and thus contribute to enhanced stability, security and development in South Eastern and Eastern Europe[[2]](http://jobs.undp.org/cj_view_job.cfm?cur_job_id=63740" \l "_ftn2). SEESAC also has a distinguished record working closely with national Ministries to mainstream gender equality and this aspect will remain central to the programme.

Going forward, SEESAC will maintain its long-standing work in South-Eastern Europe the small arms and light weapons and gender equality in security sector reform fields, under the framework of the Regional Cooperation Council (RCC), reporting regularly to the Regional Steering Committee. The programme will continue and, where possible, scale up the innovative work it has pioneered in fostering confidence between rule of law providers within southeast Europe, as well as in the fields of innovation, security and technology. In addition, SEESAC will increasingly focus on sharing the capacity it has developed over the years through line ministries and UNDP offices in order to address community and other security needs - arms control, mine action, border management, community policing and export control – beyond the sub-region, and provide guidance on introducing gender equality into the security sector.

On 9 December 2013 the Council of the European Union passed the [Council Decision 2013/730/CFSP](http://www.seesac.org/res/files/failovi/590.pdf) in support of SEESAC disarmament and arms control activities in South East Europe. This way the 28 EU member states secured over EUR 5 million for the implementation key SALW Control Activities by SEESAC. The new phase of activities builds directly upon the SALW Control work SEESAC successfully completed during the [2010-2012](http://www.seesac.org/news.php?id=419) period under the [Council Decision 2010/179/CFSP](http://www.seesac.org/res/files/failovi/505.pdf), and is part of the overall [SEESAC Arms Control portfolio](http://www.seesac.org/project.php?l1=126).

In addition to this, SEESAC, since 2012 is implementing the [Strengthening of Regional Cooperation on Gender Mainstreaming in Security Sector Reform in the Western Balkans](http://www.seesac.org/WomenintheMilitary) project working to support the institutionalization of gender focal points in Ministries of Defence and the armed forces; reform of human resources policies to improve recruitment and retention of women in the military; and increase gender awareness in the armed forces thus creating a more enabling environment for gender equality in defense.

Both initiatives significantly enhance SEESAC’s capacity to continue to strengthen safety and security through regional cooperation in South East Europe.

[[1]](http://jobs.undp.org/cj_view_job.cfm?cur_job_id=63740" \l "_ftnref1)SEESAC functions under the mandate given to it by the United Nations Development Programme (UNDP) and the [Regional Cooperation Council (RCC)](http://www.rcc.int/).

[[2]](http://jobs.undp.org/cj_view_job.cfm?cur_job_id=63740" \l "_ftnref2) The countries and territories covered by SEESAC and its mandate include:  Albania, Bosnia and Herzegovina, Kosovo (all references in the context of UNSCR 1244), Moldova, Montenegro, Serbia, the Former Yugoslav Republic of Macedonia.

Duties and Responsibilities

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| **Summary of Key Functions:*** Support to CO Programme.

Provides effective support to UNDP SEESAC programme focusing on achievement of the following results:* Provide administrative support in preparation of meeting, workshops, seminars, conferences and other events including logistical preparations, travel, preparation of training materials and performing relevant administrative functions; taking minutes of such gatherings;
* Prepare travel requisitions, requests for personnel and procurement actions and other necessary financial, administrative and travel arrangements;
* Manage vouchers and requisitions requests and follow up with the purchase of goods and services;
* Provide inputs to preparation of plans;
* Prepare regular and ad hoc financial updates;
* Cover administrative project related tasks such as extracting, inputting, copying, scanning, faxing, mailing, photocopying, translating, and filing data from various sources;
* Prepare of routine correspondence, faxes, memoranda and reports; drafting of letters, routine correspondence and inter office coordination with related activities;
* Assist in SEESAC communication, visibility and outreach efforts;
* Maintain files in the Programme Unit/ hardcopy and electronic filing of all supporting documentation, project documents.

Impact of ResultsAccurate data entry and financial information have an impact on the quality and implementation of UNDP SEESAC portfolio.  |
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| Competencies |
| **Operational effectiveness*** Ability to perform a variety of repetitive and routine tasks and duties related to programme support;
* Ability to review data, identify and adjust discrepancies;
* Ability to handle a large volume of work possibly under time constraints;
* Good knowledge of administrative rules and regulations;
* Detailed knowledge and understanding of clerical, administrative, secretarial best practices and procedures, in-depth knowledge of office software applications relating to word processing data management presentation, ATLAS, as required;
* Ability to operate and maintain a variety of computerized business machines and office equipment in order to provide efficient delivery of service;
* Ability to organize and complete multiple tasks by establishing priorities.

**Managing data*** Collects and compiles data with speed and accuracy identifying what is relevant and discarding what is not, records it in an accessible manner and maintains data bases;
* Thoroughly and methodically collects, verifies and records data demonstrating attention to detail and identifying and correcting errors on own initiative;
* Transmits file data; creates and generate queries, reports and documents utilizing databases, spreadsheets, communications and other software packages with speed and accuracy;
* Interprets data, draws conclusions and/or identifies patterns which support the work of others.

**Managing documents, correspondence and reports*** Creates, edits and presents information (queries, reports, documents)in visually pleasing, clear and presentable formatssuch as tables, forms, presentations, briefing notes/books and reports using advanced word processing and presentation functions and basic database and spreadsheet software;
* Edits, formats and provides inputs to correspondence, reports, documents and/or presentations using work processing, spreadsheets and databases meeting quality standards and requiring minimal correction;
* Shows sound grasp of grammar, spelling and structure in the required language;
* Ensures correspondence, reports and documents comply with established UN standards;
* Ability to produce accurate and well documented records conforming to the required standard.

**Planning, organizing and multi-tasking*** Organises and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships;
* Plans, coordinates and organises workload while remaining aware of changing priorities and competing deadlines;
* Demonstrates ability to quickly shift from one task to another to meet multiple support needs;
* Establishes, builds and maintains effective working relationships with staff and clients to facilitate the provision of support.

**Promoting learning and knowledge management/sharing is the responsibility of each staff member.** |
| Required Skills and Experience |
| **Education:*** Minimum a secondary education diploma, a higher education degree will be an asset.

**Experience:*** 4 years of relevant administrative experience. Experience in organization of meetings, workshops, seminars and conferences; comprehensive knowledge of and experience working in project administration; Experience in the usage of computers and office software packages (MS Word, Excel, etc.). Experience in handling of web-based management systems; experience in the use of ATLAS System is an asset.

**Language Requirements:*** Written and spoken proficiency in English and Serbian, Bosnian, Croatian, Macedonian.

**Application instructions:*** Click on the button "Apply now".
* Input your information in the appropriate Sections: personal information, language proficiency, education, resume and motivation. You can type in, or paste your short Resume into the last box.
* Upon completion of the first page, please hit the tab "submit application" at the end of the page. On the next page, you will be asked to upload your Resume. Instead of uploading your Resume, please submit a fully completed and signed UNDP Personal History Form (P-11).
* System will only allow one attachment. All docs (P11, academic qualifications/diploma) should be included as one attachment.
* Without the completed and signed P11, your application may not be considered. The UNDP Personal History Form can be downloaded at this link: <http://www.undp.org.rs/download/P11_SC_SSA.doc>.

**Note:**Short-listed candidates will be requested to provide, prior to the interview the proof of required academic credentials (for external applicants).**Special consideration:**As this position is under Service Contract modality, only applicants with Serbian nationality or valid working permit in Serbia will be considered for the vacancy. |
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| **UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.** |
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