

TERMS OF REFERENCE

- A. **Job title:** UN Coordination Assistant
- B. **Type of position:** National
- C. **Post Reference:** 8478
- D. **Duty Station:** Podgorica, Montenegro
- E. **Duration of appointment:** initial contract until the end of 2017, with possibility for extension
- F. **Contract type:** Service Contract (SB3/1) - full time
- G. **Online application following the [link](#)**

I. Background:

Montenegro's independence has led to modification of the UN presence in the country. One of the changes led to the necessity for the establishment and development of the UN Coordination Office in charge of providing strategic, coordination and logistical support to the United Nations Country Team (UNCT), comprised of the resident and regionally based UN organisations working in Montenegro. The UN Country Team is headed by the UN Resident Coordinator (UN RC) who is supported by the UN Coordination Office (UNCO). The UN in Montenegro is working under "Delivering as One" approach and is collocated in UN Eco House. In partnership with the Government, civil society and the private sector, the UN system delivers focused and value-added results in areas of human rights and development.

The scope of the UN's activities in the country is defined by the UN Development Assistance Framework (UNDAF) – referred to as the Integrated UN Programme for Montenegro covering the period 2017-2021. This document is based on national human rights and development priorities with special focus on EU integration process and 2030 Agenda for Sustainable Development. Integrated UN Programme for Montenegro 2017-2021, as a strategic framework builds upon achievements and results of previous UNDAF 2010-2016. UN Montenegro activities in the forthcoming period will be focused on areas of (i) democratic governance, (ii) social inclusion, (iii) environment sustainability and (iv) economic governance, while the situation in the area of gender and human rights will be followed through the thematic working group comprised of the UN agencies present in Montenegro.

Based on the above components, UN Montenegro provides concrete support to improving people's daily lives, especially those who are most vulnerable, disadvantaged, or at risk of social exclusion, following the principle of leaving no one behind.

II. Job Content:

Under direct supervision of the UN Coordination Analyst, the incumbent will:

✓ **Ensure effective support in UN Montenegro strategic positioning:**

- ❑ Support implementation of Integrated UN Programme for Montenegro 2017-2021 through providing logistical support to Results Groups and Joint Country Steering Committee when necessary;
- ❑ Support development of various regular and ad-hoc documents and reports related to Integrated UN Programme for Montenegro, assist in logistics related to Development Partners coordination initiatives;
- ❑ Support implementation of Delivering as One Standard Operating Procedures;

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- Provide assistance in mainstreaming, acceleration and policy support related to 2030 Agenda for sustainable Development and Sustainable Development Goals.
- ✓ **Assist in effective functioning of the UN Coordination Office focusing on the achievement of the following results:**
 - Preparation of inputs to the RC/UNCT Work Plan, RC Annual Report, Monitoring and Evaluation Framework and other UN reports for purposes of national or international reporting;
 - Update the UN Budgetary Framework of the current UNDAF on quarterly basis in cooperation with the UN regional and regionally-based organisation and produce reports based on acquired data;
 - Perform regular financial and administrative duties necessary for the successful and timely implementation of UNCO activities;
 - Support implementation of joint UN programmes;
 - Support development and implementation of different UN Montenegro communications products like communications and advocacy strategies, human stories, various visual products, think-pieces, blogs, etc.;
 - Assist in maintenance of UN Montenegro website and support in social media outreach;
 - Provide analytics on different UN and communications related topics, assist in preparation of communications and other relevant materials for conferences, forums, meetings and other events;
 - Arrange meetings, both internal and external, some involving high ranking officials, and take minutes/notes at meetings; provide necessary back-up services including translating both orally and in writing, when deemed needed;
 - Support implementation and roll out of UNCO innovative initiatives including but not limited to ICT endeavours such as UNDAF Online Hub, management of common UN contacts database, applicability of innovative tools in designing interventions, etc.
- ✓ **Implement day-to-day duties/activities:**
 - Contribute to the preparation of all necessary documents/plans pertaining to the UNCO activities;
 - Ensure accurate and timely financial transactions for all activities within the UNCO office, regular monitoring and timely reporting to UNCO management about budget spending limits, delivery, income and expenses;
 - Preparation of vouchers and requisitions in Atlas, and providing accurate vendors information for subsequent payments; prepare budget revisions in consultations with UNCO management;
 - Maintain day-to-day communication with the Operations Unit regarding the administration matters: procurement, ICT, human resources and finance matters;
 - Provide support to procurement processes related to the implementation of activities pertaining to the UNCO; provide inputs for preparation of procurement plans for the office; provide support to organization of procurement processes including preparation of tender documents, receipts of quotations, bids or proposals, and their preliminary evaluation;
 - Assist in identifying relevant sources of expertise for implementation of the UNCO activities; assist in drafting Terms of References for external consultants and prepare documentation for their recruitment and contract administration;
 - Provide necessary back-up support to consultants in connection with the UNCO activities;
 - Draft routine correspondence, facsimile, memoranda and reports from oral instructions, previous correspondence or other available information sources, in accordance with the standard office procedures, and ensure appropriate follow-up as well as archiving of all necessary documentation either electronically or in a hard copy;

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- ❑ Assist in monitoring of relevant activities and action plans, supporting the UN Coordination Analyst in his/her role of monitoring and evaluation focal point;
- ❑ Assist in managing other day-to-day operations of the UNCO in consultation with the UN Coordination Analyst.

IV. Competencies:

Corporate Competencies:

- Demonstrates commitment to UN's mission, vision and values;
- Promotes the vision, mission and strategic goals of UN;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience;
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

Development and Operational Effectiveness

- Ability to perform a variety of standard tasks related to Results Management, including screening and collecting of programme/projects documentation, projects data entering, preparation of revisions, filling, provision of information;
- Ability to provide input to business processes re-engineering, implementation of new systems.

Client Orientation and Self-Management

- Focuses on result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humoured even under pressure;
- Excellent inter-personal and communication skills;
- Ability to work independently and in a team.

IV. Qualifications and expertise:

- Secondary Education; University Degree in Economics, Finances, ICT or Social Sciences is desirable, but it is not the requirement;
- Minimum 3 years of relevant working experience;
- Fluency in local language;
- Working knowledge of written and spoken English language;
- Good computer skills, with special focus on Microsoft Office package.

In order to apply for this position, please follow the [link](#).

UN is committed to achieving diversity within its workforce, and encourages all qualified applicants, irrespective of gender, nationality, disabilities, sexual orientation, culture, religious and ethnic backgrounds to apply. All applications will be treated in the strictest confidence.

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