



UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

I. Position Information

Project title:	Strengthening Coordination for Project Formulation and Mobilization of Resources for Sustainable Radioactive Waste Management in Central Asia
Project Number:	00072712
Job Code Title:	Project Assistant
Working nature:	Full-time assignment
Working hours:	40 hours a week (08:30-17:30; 12:00-13:00 lunch time)
Duty station:	Bishkek, Kyrgyz Republic
Pre-classified Grade:	SC-5
Supervisor:	Project Manager
Start date:	August 1, 2011
Duration of the Contract:	9 months

II. Organizational Context

Under the overall guidance and direct supervision of Project Manager, the Project Assistant provides project support services ensuring high quality, accuracy and consistency of work.

The Project Assistant works in close collaboration with the operations and project staff in the office and UNDP CO as required to exchange information and support programme delivery.

III. Functions / Key Results Expected

1. Supports formulation of **project strategies and the Annual Work Plan** focusing on achievement of the following results:


- Supports in collection, analysis and presentation of information for identification of areas for support and programme implementation.

2. Provides effective support to **management and administrative support to the Project** as follows:

- Assist in the Programme/project monitoring and management functions as needed;
- Provide support in implementation of the relevant projects' activities;
- Liaise with Government authorities as necessary;
- Render logistical and organizational support to Project personnel, international consultants and technical experts;
- Provide assistance in organizing and holding seminars, conferences, trainings, and

<p>meetings;</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide assistance on financial and administrative matters to the project; <input type="checkbox"/> Provide interpretation services to project mission members when and where required; <input type="checkbox"/> Obtain necessary information and documents regarding financial records or projects expenditures; provide all requested financial and administrative documentation to country office upon request; <input type="checkbox"/> Respond to inquiries regarding files, correspondences and references; <input type="checkbox"/> Provide support to office staff in general protocol matters related to visas and accreditation and other logistical matters; <input type="checkbox"/> Act as translator / interpreter as necessary; <input type="checkbox"/> Compile situation reports as necessary; <input type="checkbox"/> Any other tasks required for the smooth running and success of the Project.
<p>3. Supports knowledge building and knowledge sharing in the office focusing on achievement of the following results:</p>

IV. Recruitment Qualifications	
Education:	Bachelor Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences and other relevant fields.
Experience:	3 years of relevant 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) and knowledge of spreadsheet and database packages.
Language Requirements:	Fluency in English and Russian. Knowledge of Kyrgyz is an asset

V. Signatures- Job Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor / Project Manager		
Uzakbaeva Zhyldyz	Signature 	Date 13/07/2011