



Montenegro

TERMS OF REFERENCE

- A. **Job title:** Administrative/Finance Assistant, GFATM Round 9 Grant Montenegro – *Scale up response to HIV/AIDS among most-at-risk populations in Montenegro*
- B. **Post Reference:** MNE/10/055
- C. **Type of Position:** National
- D. **Contract Type:** Service Contract (SB3/Min)
- E. **Duty Station:** Podgorica, Montenegro
- F. **Duration of appointment:** 24 months
- G. **Deadline for Application:** August 22, 2010

H. Background

In line with one of UN Millennium Development Goals - combating of HIV/AIDS, malaria and other diseases, based on the recently developed National HIV/AIDS Strategy 2010-2014, program “**Scale up response to HIV/AIDS among most-at-risk populations in Montenegro**” was approved to be financed by the Global Fund to Fight AIDS, Tuberculosis, and Malaria (GFATM). The GFATM has entered a partnership agreement with the United Nations Development Programme (UNDP) as the Principal Recipient of the funds for the Republic of Montenegro being responsible for project implementation.

The programme seeks to scale up and strengthen the national response to the HIV epidemic among the most-at risk populations in Montenegro, building on the experience during the implementation of the Montenegrin National AIDS Strategy 2005 – 2009.

The overall goal of this Program is to maintain low HIV prevalence in Montenegro and provide care and support for those already affected by HIV/AIDS. The goal will be achieved through five objectives, focused on prevention, care, support and treatment of people living with HIV/AIDS, creating a more supportive environment for those infected, affected and under increased risk of HIV transmission, strengthening of HIV surveillance system among most-at-risk populations and increasing capacity and coordination of a focused response to HIV among most-at-risk populations.

During the five-year period, program activities related to HIV prevention will focus on IDU, MSM, SW, poor RAE youth, merchant marines and prisoners. They include outreach work, drop in and counselling centres and peer education programmes. Sensitisation trainings are planned for key health and law enforcement professionals, police officers, prison staff and social workers with the aim of creating a more supportive environment for HIV prevention among vulnerable populations. Other trainings target physicians, nurses and dentists with the aim of enhancing HIV prevention and answering the particular health needs of the populations affected/targeted. Operation of the 8 existing VCT centres is planned to be improved through additional training, strengthened supervision and improved coordination.

This program also aims to improve care and support to PLHIV through several activities: training in ARV prescribing, provision of certain equipment for the Clinic for Infectious Diseases, training in provision of psychosocial support for staff of the Clinic for Infectious Diseases who are in closest and most regular

contact with PLHIV, provision of psychosocial and legal assistance to PLHIV, and through sensitization trainings implemented with the aim of creating a network of physicians, nurses and dentists willing and able to provide PLHIV with necessary medical services.

Activities to create supportive environment include awareness campaigns targeted towards the general population and anti-stigmatization activities incorporated in all activities implemented under the proposal. They focus on de-stigmatizing both PLHIV and equally important populations at risk such as MSM, IDU and SW who remain strongly stigmatized in Montenegro. Gender sensitive approaches will be introduced to the health system, in particular through targeting GO and NGO staff contributing to the national response to the HIV epidemic, but also through training journalists and addressing the general population through media. Great part of the activities is aimed at further enhancing the Montenegrin HIV M&E system with the aim of better understanding the epidemic in the country.

UNDP as the Principal Recipient of the funds for the first phase of the program (2010-2012) will be in charge of close contacts with CCM (Coordinating Country Mechanism) in order to provide them with detailed information on project implementation and all the important decisions related to the efficient implementation of project activities will be made in cooperation with the CCM. Partners in the project implementation will be academic institutions, governmental institutions and non-governmental organizations.

I. Job content:

The Administrative/Finance Assistant is responsible for all the administrative and accounting matters under the respective Programme. Under direct supervision of the respective Programme Manager, the incumbent will:

- Maintain administrative files relevant to the Programme.
- Maintain day-to-day communication with Operations Unit regarding the Programme administration matters: procurement, human resources and finance matters; provide administrative support regarding recruitment of experts and procurement of goods and services under the Programme;
- Provide support to procurement processes related to the Programme implementation: 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;
- Perform regular financial and administrative duties necessary for the successful and timely Programme implementation:
 - Enter daily transactions in Atlas system (vouchers, requisitions, etc.);
 - Keep track of all transactions in a budget notebook;
 - Perform regular budget revisions;
 - Provide regular delivery estimation and monthly expense estimation to the Finance Unit; provide regular reporting regarding the programme expenditures;
 - Prepare periodic programme asset/inventory reports;
 - Ensure completeness of documentation, check accuracy of calculation for all financial transactions related to the Programme, and prepare/process financial transactions in the system in accordance with UNDP rules and procedures.
- 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; write minutes from the meetings; provide translation/interpretation into English and vice versa when needed.
- Provide logistical support to the Programme and ensure provision of adequate secretarial and interpretation facilities (organization of programme events, meetings and study tours, arrangement

of shipments, project vehicles maintenance, conference facilities arrangements, visits of experts, timely processed DSAs, etc.).

J. Competencies:

Corporate Competencies:

- Demonstrates commitment to UNDP's mission, vision and values;
- 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.

Leadership 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 humored even under pressure.

K. Qualifications and Experience:

- Secondary Education; University Degree in Business or Public Administration is desirable, but it is not the requirement;
- Minimum 4 years of relevant administrative experience at the national or international level;
- Experience in office management, preferably with an international organization;
- Excellent working knowledge of written and spoken English language;
- Excellent computer skills; experience in operating in web management systems.
- Excellent inter-personal and communication skills;
- Excellent organizational skills with developed attention to detail;
- Ability to work independently and in a team.

Applicants are kindly requested to send completed and signed **Personal History - P11 form** along with a **cover letter** by e-mail to vacancy.me@undp.org by **August 22, 2010**. Please indicate in the cover letter the post reference clearly, otherwise your application may not be considered. Applicants will be short-listed on the basis of their qualifications and work experience. Only short-listed candidates will be invited for an interview.

UNDP is an equal opportunity employer.

*P11 form can be downloaded from: <http://www.undp.org/me/files/jobs/index.html>