



VACANCY ANNOUNCEMENT

UNDP Kenya Country Office, on behalf of the International Maritime Organization, invites applications from suitably qualified persons for the position of Principal Programme Assistant.

Vacancy No. 2009-09-002	
Post Title:	Principal Programme Assistant
Type of Appointment	Service Contract Band 3
Recruitment type:	Principal Programme Assistant
Location/Duty Station:	Nairobi, Kenya
Duration of Assignment:	1 year with a possibility of extension
Starting Date:	October 2009
Direct Supervisor:	International Maritime Organisation (IMO) Regional Coordinator for the East and Southern Africa Sub-region and overall direction of the Head, Africa (Anglophone) Section, Technical Co-operation Division

Duties and Responsibilities:

Under the immediate supervision of the IMO Regional Coordinator for the East and Southern Africa Sub-region and the overall direction of the Head, Africa (Anglophone) Section, Technical Co-operation Division, the incumbent will:

- Provide continuing support and backstopping of technical co-operation activities and programmes implemented by the Regional Coordinator, including all relevant monitoring and evaluation activities;
- Assist the Regional Coordinator in drafting correspondence related to the technical assistance needs for the countries of the sub-region;
- Assist in the identification and formulation of programmes/project proposals and programme/project documents, including objectives, verifiers, activities, outputs and budgets;
- Assist in the identification, recruitment, briefing and debriefing of experts/consultants recruited by the Regional Coordinator;
- Assist with the coordination of technical assistance missions that may be fielded to the sub-region from IMO headquarters;
- Conduct substantive research and assist in the preparation and/or editing of a large volume of technical documents on various technical co-operation activities, as well as technical assistance needs of the countries in the sub-region;
- Assist in the preparation of progress reports on activities relevant to IMO's Integrated Technical Co-operation Programme;
- Assist the Regional Coordinator in drafting correspondence relating to the technical assistance needs of the countries in the region, and draft correspondence in response to communications and queries received from all sources pertaining to the Africa region;
- Take appropriate follow-up action on recommendations contained in experts/advisers/consultants' reports;
- Maintain continuous consultations with donor agencies, regional organizations and NGOs, as well as maritime authorities of the region on all aspects of technical co-operation activities at the design, fund-raising and operation stages;
- Assist in the preparation of reports for donors on the progress of technical assistance activities and the results achieved;
- Liaise, consult and coordinate with the Technical Co-operation Division of IMO on the various inputs relating to the preparation and implementation of technical co-operation activities;

- Assist in the preparation of relevant progress and periodic reports including collecting, registering and maintaining information on programme/project activities;
- Attend meetings concerning technical co-operation activities and other related matters as required; and
- Assist the regional Coordinator with any other matters as required.

Qualifications and Experience

Academic Qualifications

- Relevant University Degree or equivalent, preferably in the field of maritime studies, social sciences or a degree in any other relevant field; but not a requirement

Experience

- At least five years' experience in the UN system with some experience in project implementation, monitoring and /or support of programme activities;

Competencies

- Ability to draft correspondence, memoranda and reports;
 - Capacity to deal effectively and responsibly with senior representatives of Member States, other bodies within the United Nations family and other organizations;
 - Complete proficiency in English essential; a working knowledge of French would be an advantage;
 - Familiarity with and/or capacity to readily acquire a knowledge and understanding of developing countries;
 - Sound knowledge in the use of various computer applications (Word 2000, Excel, Access, Power Point, etc.);
 - Ability to work independently; to exercise initiative and sound judgment; energy and adaptability; good organizational ability;
 - Punctuality, reliability, tact and absolute discretion essential.
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Terms of Service

Incumbents to these positions shall be entitled to an attractive remuneration package commensurate with their qualifications and experience, which will be negotiated with the successful applicants. This is a **non-staff contract** under the Service Contract modality of hiring of the UNDP. Individuals engaged under a SC serve in their individual capacity and not as representatives of a government institution, corporative body or other authority external to UNDP. Therefore the incumbents shall not be considered as staff of UNDP, the UN system or the Government and therefore are not entitled to any diplomatic privileges, or to any other special status or conditions.

Application procedure

Interested and qualified persons are kindly requested to forward their job application letters, an updated CV and P11 Personal History Form - giving details of education and professional experience, as well as names, addresses (both postal and email) and telephone numbers of three referees, quoting the vacancy announcement response number for the post to the following address not later than **29 September, 2009**.

United Nations Development Programme (UNDP)
P O Box 30218,
GPO 00100
Nairobi, Kenya

Or through Email address: jobs.ke@undp.org

Additional considerations

1. Applications received after the deadline will not be considered.
2. Acknowledgements will be sent only to applicants who strictly meet the requirements of the positions.