

**POST DESCRIPTION**

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| I. Position Information |
| Position title | Project Assistant  |
| Position grade | UG |
| Duty station | Mary with possible travel to Lebap regions, TURKMENISTAN |
| Position number |  |
| Job family | Programme |
| Organizational unit |  |
| Reports directly to  | Project Manager |
| Number of Direct Reports | NA |
| II. Organizational Context and Scope |
| Under direct supervision of the Project manager and Project Associate and overall supervision and guidance of Head of Office for Turkmenistan the incumbent will be responsible for coordinating activities under specified project and assist the project manager in handling all project activities in the field, coordinating project activities with local authorities and stakeholders, communicating with other project counterparts regarding the actions under the specified project, completing administrative tasks related to project implementation, and assisting with communication with project beneficiaries. |
| III. Responsibilities and Accountabilities |
| * Contribute to planning project activities in the field.
* Daily coordination and direct supervision of project activities in the field.
* Ensure the timely completion of work by vendors in the field according to the agreed schedule and recommend any corrective actions. Coordination of project activities in the field with local authorities and other relevant stakeholders.
* Prepare draft documents under the specified project, including contracts, invoices, etc., to facilitate the implementation of the activities.
* Assist in organizing activities under the specified project, including seminars, workshops, field trips, etc. communicating and coordinating with all relevant parties involved.
* Ensure timely reporting of all project activities in the field, including draft activity reports, minutes of meetings, protocols etc.
* Take part in coordination meetings under the specified project and take follow-up action on the decisions made during these meetings.
* Maintain working relations with all stakeholders involved in the project activities (including beneficiaries, where applicable).
* Provide regular reports on activities
* Assist in project procurement, including researching and preparing specifications, collecting and analyzing bids, contracting the identified provider, purchasing and delivering of the goods, and finalizing administrative procedures.
* Support all other relevant administrative and logistical matters.
* Perform any other duties as may be assigned.
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| IV. Required Qualifications and Experience |
| Education |
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| Bachelor’s degree in Social or Political Sciences. |
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| Experience  |
| * At least two years of experience in project management/assisting in project management.
* Prior experience in project management with UN and knowledge of relevant procedures and protocols is an advantage.
* Experience in organizing and coordinating events involving multiple parties and requiring diplomatic skills and sensitivity;
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| SKILLS  |
| * Understanding of the broad range of issues pertaining to international relations, UN system, migration and development.
* Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.
* Exceptional organizational skills, excellent planning, and follow-up skills.
* Ability to document and write various types of reports in English and Russian Turkmen (donor reports, minutes of meetings, protocols, press-releases).
* Diplomatic skills and sensitivity to the context.
* Understanding of UN principles of procurement and contracting.
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| V. Languages |
| Required *(specify the required knowledge)* | Desirable |
| Fluency in English and Turkmen. | Russian language is highly desirable. |
| VI. Competencies[[1]](#footnote-1) |
| **Values*** Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
* Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
* Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

**Core Competencies** Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.* Planning and coordination: plan all events in a due manner, follows up on plans, timely informs all stakeholders about the plans, the follow up action, and any changes therein; ensures transparency and communicates clearly when planning.
* Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
* Managing and sharing knowledge continuously seeks to learn, share knowledge, and innovate.
* Accountability: takes ownership for achieving the Organization’s priorities and assumes responsibility for own action and delegated work.
* Communication: encourages and contributes to clear and open communication; explains matters in an informative way.
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| **Signatures:** |
| Head of Office:Project Associate: |

1. Competencies and respective levels should be drawn from the Competency Framework of the Organization. [↑](#footnote-ref-1)