

UNITED NATIONS CHILDREN' FUND
RWANDA COUNTRY OFFICE
VACANCY NOTICE NO. PER/VN/017/2007

The Office of United Nations Children's Fund (UNICEF) Rwanda, wishes to recruit a candidate of Rwandan nationality to fill the following vacancy:

Title : Programme Assistant
Level : GS6 (Category of General Services)
Type of Appointment: Fixed -Term
Duration : 1 year/Renewable
Department : Quality Assurance
Duty Station : Kigali
Date of issue : 08/10/2007
Date of closure : 31/10/2007

Major Duties and Responsibilities

- ? Collects, registers and maintain information on projects activities by reviewing primary sources. Assist the M&E officer in the UNICEF data entry, storage and retrieval using DevInfo technology and contribute to the analysis of trends.
- Contributes to the preparation of the progress, review reports by providing required information, preparing tables and graphs and insures quality layout. Prepares background material for use in discussions and briefing sessions/internal & external meetings with counterparts.
- Verifies and filters partnership requests in accordance with UNICEF planning, policies and procedures and advices accordingly.
- Assists in ensuring conformity of donor reports with guidelines.
- Monitor projects/programmes activities by reviewing variety of records and control work plan implementation.
- May be required to carry out specific administrative operational/control tasks for project/programme activities.
- Performs other duties, as required.

Minimum qualifications and experience

- Completion of secondary education and technical or university courses in a field related to the work of the organization.
- Six years of progressively responsible administrative work, of which at least one year is closely related to support of programme of cooperation activities.

The candidate should possess the following skills

- Fluency in French and English required. Knowledge of the local working language (Kinyarwanda) is desirable.
- Ability to make good analysis and synthesis
- Good writing skills in English and French
- Computer literate in Microsoft package with emphasis to Excel
- Ability to work harmoniously in team(s)
- Ability to work under pressure

Competencies:

Foundational:

Commitment, drive for results, embracing diversity, integrity, self-awareness and self-regulation, and teamwork.

Functional:

Communication, Managing resources, Networking and Technical knowledge.

PROCEDURE FOR PLACING APPLICATION

Written applications accompanied with detailed CV including at least three referees should to be addressed to The Chief of Operations and sent to the reception and recorded not later than **31 October 2007**. Enclose legalized photocopies of degrees, diplomas or certificates. Please put both the Vacancy Notice Number and Post title on the envelope. Kindly note that only short-listed candidates will be notified.

CANDIDATES MUST PROVIDE A RWANDAN NATIONALITY CERTIFICATE OR LEGALIZED PHOTOCOPY OF EITHER THE NATIONAL IDENTITY CARD OR THE NATIONAL PASSPORT. APPLICATIONS WITHOUT ALL THE ABOVE REQUIREMENTS WILL NOT BE CONSIDERED. ALL APPLICATION MATERIALS WILL NOT BE RETURNED.

Female candidates are encouraged to apply.

PLEASE NOTE THAT UNICEF IS A NON-SMOKING ENVIRONMENT