|  |  |
| --- | --- |
|  | **GENERIC JOB DESCRIPTION** |

|  |
| --- |
| **I. Position Information**  |
| Job code title: Country Coordination Mechanism (CCM) Secretariat Assistant Pre-classified Grade: SB2 min Supervisor: Coordinator of the CCM SecretariatDuty station Almaty |

|  |
| --- |
| II. Organizational Context  |
| The Country Coordinating Mechanism (CCM), a multi-stakeholders body, has been established in 2002 to coordinate country-level activities with the GFATM and ensure participatory decision-making. As per the terms of reference, the CCM is mandated to consider, develop and submit proposals to mobilize resources for responding to AIDS epidemic and tuberculosis; oversee and monitor progress during implementation, recommend corrective actions as appropriate. The CCM includes representatives from the government (Ministry of Health, Ministries of Interior, Defense, Justice, Education and Science, the Republican Center to Prevent and Fight AIDS, National Center of Tuberculosis Problems), non-governmental organizations and people treated from tuberculosis, people living with HIV and donor agencies. The Minister of Health has been assigned as a Head of the CCM. In 2009, the decision has been taken to establish a CCM Secretariat to assist the CCM to conduct its business by providing the necessary administrative, secretarial, communications, and logistical support. |

|  |
| --- |
| III. Functions / Key Results Expected |
| The CCM Secretariat Assistant will work under the technical guidance and direction of the Coordinator of CCM Secretariat and will be expected to have the following duties: **Summary of Key Functions:** * Support to CCM meetings;
* Support to CCM function of monitoring of the Principal Recipient and grants implementation;
* Support in development and maintenance of CCM website
 |
| 1. **Support to CCM meetings**
* Organizes the meeting of the CCM : development and timely distribution of the meeting agenda and invitations, logistic support to CCM members to attend the meetings;
* Together with the Coordinator of the CCM Secretariat prepares and follows up on the CCM meetings’ minutes;
* Distributes drafts of proposal and other relevant documents;
* Maintains the records and files of the CCM and its forums;
 |
| 1. **Support to CCM oversight function of monitoring of the Principal Recipient and grants implementation**
* Ensures close interaction with the Principal Recipient and sub-recipients;
* Collects regular progress reports from the PR on grant implementation; PR’s annual workplans and budgets and monitoring and evaluation plans. The incumbent will also collect all disbursement requests for CCM review if requested;
* Provides administrative and logistic assistance to the CCM oversight committee by arranging their meetings; assisting in forming working groups; arranging the site visits, collecting visit results reports and disseminating them to the CCM members). Keep a filing system of documents, reports in electronic database;
 |
| 1. **Other duties**
* Provides support in development and maintenance of CCM website;
* Other duties as prescribed by the immediate supervisor.
 |

|  |
| --- |
| IV. Impact of Results  |
| The key results have an impact on the efficiency of the CCM Secretariat, and CCM. |
| **V. Competencies and Critical Success Factors** |
| Corporate Competencies:* Demonstrates commitment to UN mission, vision and values
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional CompetenciesKnowledge Management and Learning* Shares knowledge and experience
* Actively works towards continuing personal learning and development and applies newly acquired skills

Development and Operational Effectiveness* Knowledge of UNDP administrative and procurement rules and regulations

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
* Responds positively to critical feedback and different points of view
 |

|  |
| --- |
| III. Recruitment Qualifications |
| Education: | Secondary school. University degree in Finance, Business Administration or other related field would be an advantage |
| Experience: | Min three years of progressively responsible work experience in finance and administration, preferably, with governmental and international organizations; experience with grant administration would be highly desirable. Computer proficiency (MS Word/Excel, Power Point, and Internet) is required. Must be highly organized, have good interpersonal skills, be able to work efficiently in a multicultural and multidisciplinary team and under pressure. Should be willing to travel to Astana.  |
| Language Requirements: | Excellent knowledge of Russian and English (written and oral). Knowledge of Kazakh language is highly desirable and will be seen as advantage. |