



UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION
São Tomé & Príncipe Office

I. Position Information

Job Code Title: Manager of the Project Support Unit
Position Number: 00050018
Post Category : Development Project Funded
Department: UNDP/Global Fund
Reports to: Resident Representative
Position Status: *(Non-Rotational)*

Current Grade: New
Approved Grade: P3
Position Classified by:
Classification Approved by:

II. Organizational Context

UNDP is a key partner of The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) and assumes the role of Principal Recipient (PR) in several countries benefiting from GFATM support. In its role of Principal Recipient in Sao Tome and Principe, UNDP is responsible for the programmatic and financial management grants of the GFATM, as well as for the purchase of drugs, equipments and materials. Within programmes framework, UNDP strengthens capacities of sub-recipients and executing partners. Currently UNDP/São Tome and Principe is managing four (4) grants as Principal Recipient for the Global Fund Project, namely two (2) for Malaria, one (1) for HIV/AIDS and one (1) for Tuberculosis.

III. Functions/Key Results Expected

1. Under overall supervision and guidance of the RR, the Project Manager is responsible and leads the Project Support Unity toward the implementation of the following functions/ results:

- Coordinate and supervise administrative, financial and programmatic management, and the provision of the Project Support Unit of the GFATM;
- Plan activities and actions to be undertaken, quarterly, yearly and during the global execution of the project in cooperation with the project Technical Assistant;
 - Ensure that implemented procedures within the project framework are being respected;
 - Prepare reports to be sent by UNDP to the Local Fund Agent (LFA) and to the Multisectoral Coordination Committee CCM);
 - Ensure coordination and communication with the CCM;
 - Keep close relations with the LFA and assist them answering requests related to STP;
 - Keep informed on the GFATM requirements regarding accounting documentation requested by the LFA, in examining problems and in providing assistance;
 - Produce recommendations concerning the use of financial resources and ongoing activities;
 - Ensure administrative support to the country team for the preparation of subventions to be submitted to the Global Fund.
- Prepare and manage contracts with sub-beneficiaries;
- Ensure that projects being done by sub-beneficiaries are executed according to action plans, established budgets and effective procedures;
 - Ensure the regularity of activities and financial management reports' delivery by sub-beneficiaries;
 - Collaborate with UNDP services to certify that expected outputs are timely provided;
 - Develop other activities requested by UNDP Country Office or Headquarters.

2. The Project Manager ensures knowledge building and management focusing on achievement of the following results:

- Ensure periodic meetings with sub-beneficiaries, as well as with partners involved in the fight against AIDS, Tuberculosis and Malaria;
- Make the diagnosis of sub-beneficiary needs (including potential PR) concerning the strengthening of capacities and the implementation of programmes, providing suggestions to those needs;
 - Promote and provide training sessions within the Unit about key programme subjects, including management.

IV. Impact of Results

The key results have an impact on the overall Global Fund Project efficiency in financial resources management and success in introduction and implementation of operational strategies. Accurate, thoroughly researched and documented financial information, timely and appropriate delivery of services ensure client satisfaction and enhance UNDP credibility in use of financial resources, in order to allow the influence of this impact in reducing AIDS, Tuberculosis and malaria burden in Sao Tome and Principe

V. Competencies

- Have the sense of initiative and anticipation;
- Ability to work in a team and to manage staff under supervision;
- Capacity to supervise a team and willingness to share expertise and advices;
- Capacity to work under pressure;
- Capacity to produce quality results under tight deadlines;
- Aptitude and experience in working in multicultural environments.

VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> • Master's degree in social sciences or economics or in management and administration; • Availability to travel within the country if necessary; • Strong ability to handle a considerable amount of information accurately; • Experience in working with NGOs is an asset; • Demonstrated capacity to work independently;; • Strong interpersonal, communication, and writing skills.
Experience:	<ul style="list-style-type: none"> • At least five (5) years of relevant experience in project management or administration; • Relevant experience in working with Global Fund projects is highly desirable.
Language Requirements :	<ul style="list-style-type: none"> • Excellent command of French and good knowledge of English; • Knowledge of Portuguese (or Spanish) is an asset.

VII. Signatures- Post Description Certification

Incumbent <i>(if applicable)</i>		
Name	N/A	Signature
Supervisor		Date
Name/Title	Gana Fofang, UNDP RR	Signature
Chief Division/Section		Date 27.01.2010
Name /Title	Gana Fofang, UNDP RR	Signature
		Date 27.01.2010