UNITED NATIONS DEVELOPMENT PROGRAMME
GENERIC JOB DESCRIPTION

I. Position Information

<table>
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<tr>
<th>Job Code Title:</th>
<th>SLM Project Administrator</th>
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<tr>
<td>Pre-classified Grade:</td>
<td>SB3</td>
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<tr>
<td>Supervisor:</td>
<td>SLM Project Manager</td>
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II. Organizational Context

The project on “Securing multiple ecosystems benefit through Sustainable Land Management in the productive but degraded landscapes of South Africa” (SLM) (PIMS 5054), hereinafter referred to as ‘the project’, is funded by the Global Environmental Facility (GEF) with the South African Department of Environmental Affairs (DEA) as the Implementing Partner. The Project is supported by the United Nations Development Programme (UNDP) South Africa Country Office. The Project Objective is to strengthen the enabling environment for the adoption of knowledge-based SLM models for land management and land/ecosystem rehabilitation in support of the green economy and resilient livelihoods through capacity building, improved governance and financial incentives demonstrated in the Karoo, Eastern Cape and Olifants landscapes.

The project has four outcomes:
1. Economically viable, climate-smart land/ecosystem rehabilitation and management practices operationalised across 167,300 hectares of the Karoo, Eastern Cape and Olifants landscapes (with potential for upscaling to cover 417,132 hectares);
2. Increased knowledge and institutional capacity of DEA, DAFF, DWA, relevant departments and local communities to reduce degradation from livestock and crop production and to restore currently degraded lands through the application of knowledge-based land management practices;
3. Enabling environment for promoting rehabilitation of degraded land through carbon sequestration (including accessing and capitalising on carbon markets and the preparation of MRV documentation) in the Eastern Cape strengthened;
4. Financing and governance frameworks strengthened to support the adoption of SLM approaches.

The Responsible Parties for implementing the SLM project is the Council for Scientific and Industrial Research for the Olifants landscape, the Endangered Wildlife Trust for the Karoo landscape and Rhodes University for the Eastern Cape landscape.

The Project Administrator will work to ensure effective delivery of the Project by managing all the project administration and supporting the Project Manager in day-to-day project operations in a manner consistent with UNDP rules and regulations. The Project Administrator will be under the direct supervision of the SLM Project Manager, ensuring effectiveness, transparency and integrity. The Project Administrator will promote a client-focused, quality and result-orientated approach in the UNDP Country Office.

The Project Administrator will work closely with all other relevant units and project teams in the UNDP Country Office. Under the direction of the SLM Project Manager, the Project Administrator will focus on other related environmental projects that are supported by UNDP, DEA and the
Department of Agriculture, Forestry and Fisheries (DAFF) in order to promote administrative cohesion and integration.

The Project Administrator will be based at the UNDP Country Offices (CO), in Pretoria, and may from time-to-time be required to have work-related aspects like meetings to take place in the Department of Environmental Affairs and the Department of Agriculture, Forestry and Fisheries offices in Pretoria.

### III. Functions / Key Results Expected

#### Summary of Key Functions:

- Organization of project activities
- Maintaining records of the project, project budget and expenditure
- Communication and reporting
- Support in tracking and monitoring of project activities
- Maintaining a professional and positive image of the Project Management Office

1. **Organization of project activities:**
   - As requested and guided by the Project Manager, book venues for project meetings and workshops, coordinating invitations, travel, hotel and catering arrangements, draft agendas, programmes and prepare meeting and workshop documents, taking notes and preparing minutes of meetings and workshop proceedings and assistance in the timely follow-up of agreed actions.
   - Arrange project visits for monitoring and evaluation purposes, capture and analyze monitoring data and help compile monitoring and Evaluation reports in close collaboration with Responsible Parties, Project Manager and Monitoring and Evaluation officer at UNDP CO.
   - Taking responsibility for certain activities as and ensure that the work progresses appropriately and is reported upon in timely manner.

2. **Maintaining records of the project, project budget and expenditure:**
   - Procurement of project requirements, processing invoices, keeping systematic track of all invoices/receipts received and payments made according to UNDP rules and regulations and ensure responsible parties adhere to the same rules and regulations.
   - Assist the Project Manager with quarterly financial and narrative reports.
   - Ensuring that all payments made are considered eligible by the UNDP.
   - Creation of payment requisitions and register project expenditures.
   - Regular update of project activities and progress on UN ATLAS system.

3. **Communication and reporting:**
   - Collecting, editing, summarizing and presenting project related information for the development and distribution and broadcasting of communication and awareness material through different media and social media platforms.
   - Updating project related website/webpages and delegating website tasks to and communication department as deemed appropriate.
- Keeping track of information dissemination activities of other project partners and related projects.
- Maintain and update project related social media platforms.
- Coordinate and monitor the quality of implementation of the communication strategies of the three Responsible Parties, and ensure it relate and link to the Project Communication Strategy.

4. Support in tracking and monitoring of project activities:
- Track activities in project work plan; notify Project Manager of outstanding activities and reports.
- Track and report, in consultation with the Project Manager, on project activities.

5. Maintaining a professional and positive image of the Project Management Office of UNDP and the Department of Environmental Affairs:
- Always keep a positive image of the Office in all dealing associated with the Securing multiple ecosystems benefit through Sustainable Land Management project.
- Provide general support to Implementing colleagues, within the constraints of own workload.
- Undertaking any tasks and responsibilities as reasonably required by the Project Manager.

### IV. Impact of Results

The key results have an impact on the overall performance of the Project Management Office and success in implementation of project strategies. Accurate analysis, data entry and presentation of information ensure proper project implementation.

### V. Competencies and Critical Success Factors

#### Functional Competencies:

**Advocacy/Advancing a Policy-Oriented Agenda**

**Level 1.1: Support the preparation of information for advocacy**
- Identifies relevant information for advocacy for a variety of audiences

**Results-Based Programme Development and Management**

**Level 1.1: Contributing to results through provision of information**
- Provides information and documentation on specific stages of projects/programme implementation
- Provides background information to identify opportunities for project development and helps drafting proposals, mitigation measures and management responses
Building Strategic Partnerships

Level 1.1: Maintaining information and databases
- Analyzes general information and selects materials in support of partnership building initiatives
- Maintains databases of donor information
- Tracks and reports on mobilized resources

Innovation and Marketing New Approaches

Level 1.1: Implementing processes and uses products
- Documents and tracks innovative strategies/best practices/new approaches
- Responds positively to new approaches

Resource Mobilization

Level 1.1: Providing information for resource mobilization strategies
- Maintains information/databases on potential and actual donors
- Maintains database of project files
- Provides data and information needed for preparation of project documents

Promoting Organizational Learning and Knowledge Sharing

Level 1.1: Basic research and analysis
- Researches best practices and poses new, more effective ways of doing things

Job Knowledge/Technical Expertise

Level 1.1: Fundamental knowledge of processes, methods and procedures
- Understands the main processes and methods of work regarding to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments
- Demonstrates in-depth understanding and knowledge of the current guidelines and project management tools, and utilizes these regularly in work assignments

Global Leadership and Advocacy for UNDP’s Goals

Level 1.1: Research and analysis
- Identifies relevant information for advocacy for UNDP’s Sustainable Development Goals (SDG’s) for a variety of audiences

Client Orientation

Level 1.1: Maintains effective client relationships
- Reports to internal and external clients in a timely and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Responds to client needs promptly
**Core Competencies:**
- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Self-development, self-driven and initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others. **Promoting learning and knowledge management/sharing is the responsibility of each staff member.**
- Informed and transparent decision making

**VI. Recruitment Qualifications**

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<tr>
<th>Education:</th>
<th>Secondary Education, preferably with specialized certification in Administration, Accounting or Finance. University Degree in Business or Public Administration, Economics, or Social Sciences would be desirable, but it is not a requirement.</th>
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<tr>
<td>Experience:</td>
<td>5 years of administrative or project management experience is required. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems and social media platforms.</td>
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<tr>
<td>Language Requirements:</td>
<td>Fluency in English. A second language would be an advantage.</td>
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