| **Roles** | **Responsibilities** |
| --- | --- |
| Chief Officer (D2) | Manages and represents the Secretariat; provides strategic and policy direction for the operation of the Secretariat ensuring the terms of reference are fulfilled; ensures highest quality support be provided to the Executive Committee and Article 5 countries to deliver the mandate of the Multilateral Fund |
| Deputy Chief Officer (D1) | Assists the Chief Officer on the effective operation of the Secretariat through coordinating the work of the Senior Programme Management team and providing advice as required to ensure a high-quality review process; deputizes for the Chief Officer in his/her absence, or as required. |
| Information Management Officer (P4) | Plans, develops and implements information strategy; acts as focal point for information management including preparation for speeches and presentations; reviews institutional strengthening projects and drafts related policy documents; coordinates preparation of reports on projects with specific reporting requirements |
| Programme Management Officer (P3) | Provides efficient, well-organized programme and management support to the Chief Officer to accomplish his/her role and responsibilities; reviews and provides comments on meeting documents |
| Senior Programme Management Officer (P5) | Reviews, negotiates, determines eligibility, technical viability and environmental soundness of proposed projects and activities and makes recommendations; develops procedures for project review; monitors project implementation; identifies policy issues during project review; develops policy papers as requested; prepares and presents meeting documents; provides guidance to Programme Management Officers |
| Senior Programme Management Officer (P5) | Reviews, negotiates, determines eligibility, technical viability and environmental soundness of proposed projects and activities and makes recommendations; develops procedures for project review; monitors project implementation; identifies policy issues during project review; develops policy papers as requested; prepares and presents meeting documents; provides guidance to Programme Management Officers |
| Senior Programme Management Officer (P5) | Reviews, negotiates, determines eligibility, technical viability and environmental soundness of proposed projects and activities and makes recommendations; develops procedures for project review; monitors project implementation; identifies policy issues during project review; develops policy papers as requested; prepares and presents meeting documents; provides guidance to Programme Management Officers |
| Programme Management Officer (P4) | Reviews proposed projects and activities; determines their eligibility, technical viability and environmental soundness; monitors their implementation; identifies policy issues during project review; assists in development of policy papers as requested; prepares and presents meeting documents |
| Programme Management Officer (P4) | Reviews proposed projects and activities; determines their eligibility, technical viability and environmental soundness; monitors their implementation; identifies policy issues during project review; assists in development of policy papers as requested; prepares and presents meeting documents |
| Senior Programme Management Officer (P5) | Oversees the submissions of business plans, progress reports, core unit costs and projects; identifies and addresses any related policy issues and makes recommendations; reviews, negotiates, determines eligibility, technical viability and environmental soundness of proposed projects and activities and makes recommendations; develops policy papers as requested; prepares and presents meeting documents; provides guidance to Programme Management Officers |
| Associate Database Officer (P2) | Analyses data, prepares summary tables and provides substantive input to documents submitted to the Executive Committee for progress reports, business plans, project completion reports, status of compliance, administrative costs; prepares and presents meeting documents |
| Programme Management Assistant (G6) | Provides programme support in Chief Officer’s office to facilitate accomplishment of his/her role and responsibilities; provides in-session meeting assistance as relevant |
| Programme Management Assistant (G6) | Provides programme support in Deputy Chief’s office to facilitate accomplishment of his/her role and responsibilities; provides in-session meeting assistance as relevant |
| Programme Management Assistant (G5) | Provides support through collecting data and background information; keeping track and following up on completeness of projects/reports submissions and responses to comments; assisting in preparation of meeting documents; provides in-session meeting assistance as relevant |
| Programme Management Assistant (G5) | Provides support through collecting data and background information; keeping track and following up on completeness of projects/reports submissions and responses to comments; assisting in preparation of meeting documents; provides in-session meeting assistance as relevant |
| Programme Management Assistant (G5) | Provides support through collecting data and background information; keeping track and following up on completeness of projects/reports submissions and responses to comments; assisting in preparation of meeting documents; provides in-session meeting assistance as relevant |
| Programme Management Assistant (G5) | Provides support through collecting data and background information; keeping track and following up on completeness of projects/reports submissions and responses to comments; assisting in preparation of meeting documents; provides in-session meeting assistance as relevant |
| Senior Administrative and Fund Management Officer (P5) | Manages administrative matters (host country agreement, human resources, procurement, general administration, conference services and logistical arrangements for Executive Committee meetings; manages the Fund’s resources by overseeing status of the Fund submission by the Treasurer and monitoring return of unused funds, the accounts of the Fund and its reconciliation. |
| Associate Administrative Officer (P2) | Performs functions related to the budget and accounting, administration and fund management; assists in following up on the availability of resources and the return of balances by bilateral and implementing agencies. |
| Meeting Services Assistant (G7) | Coordinates translation of meeting documents into United Nations official languages; performs specific tasks related to administration and information management to support the work of the respective officers |
| Administrative Assistant (G6) | Assists with administrative and fund management matters; coordinates tasks related to staff accreditation and entitlements with relevant governments/organizations; coordinates logistical support for Executive Committee meetings and conference services. |
| Senior Human Resources Assistant (G7) | Provides support in coordinating the recruitment and placement activities, staff development and career support training, classification procedures and processes, and general human resources-related issues. |
| Finance and Budget Assistant (G6) | Performs day-to-day tasks related to financial matters including budget and fund issues; acts as focal point for all procurement‑related duties and as travel processing officer. |
| Team Assistant (G4) - | Provides assistance in liaising with the office building regarding maintenance, access, and security; reviews office invoices, billing and tax returns; assists with logistical arrangement and hospitality for Executive Committee meetings |
| Chief of Unit, Information Systems (P4) | Oversees the information technology (technical) and systems; assesses and makes recommendations to meet information technology requirements and developments |
| Information Systems Assistant (G6) | Provides assistance in installation, maintenance and troubleshooting for computer hardware and software and remote access to the office network, both at office and meeting sites; provides help-desk assistance on internet-related issues at meeting venues |
| Senior Monitoring and Evaluation Officer (P5) | Develops the overall monitoring and evaluation programme; manages the annual work programme including budget and individual evaluations; develops terms of reference for evaluations; reports directly to the Executive Committee on the results of the monitoring and evaluation process, project completion reports, and the development of guidelines for the monitoring and evaluation components of the Multilateral Fund |
| Programme Management Assistant, Monitoring and Evaluation (G5) | Assists the Senior Monitoring and Evaluation Officer through organizing evaluation missions; preparing consultant contracts; liaising with agencies and Secretariat staff on evaluation issues collecting data and background information; editing and reviewing evaluation reports and lessons learnt from project completion reports; assisting in preparation of meeting documents. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |