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3. Receives, through the Deputy Resident Representatives, copies of the periodic and final reports of Chiefs of Mission, Principal Advisers and experts and maintains library thereof. Arranges for transmission of copies to Headquarters, as appropriate.

4. Maintains liaison with the UN Information Centre in order to facilitate a steady flow of material for publicising United Nations programmes of technical cooperation in the Congo.



UNTAB

OFFICE OF THE RESIDENT REPRESENTATIVE

LEOPOLDVILLE, CONGO

Job Description

Post title:     REPORTS OFFICER

The Reports Officer is responsible to the Resident Representative. His duties are as follows:

1. Prepares and/or edits the following reports, in consultation with the Deputy Resident Representatives, Assistant Resident Representative, Programme Officers, and Fellowships and Programme Assistant, as appropriate:
  - (a) annual report on overall technical assistance programme;
  - (b) periodic reports for TAB;
  - (c) annual evaluation report for TAB;
  - (d) quarterly reports for the Special Fund;
  - (e) special reports, as required for TAB and the Special Fund;
  - (f) weekly situation reports to Headquarters;
  - (g) other ad hoc reports.
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## Job Description

### Programme Officer

The Programme Officers are responsible to the Deputy Resident Representative (Gilpin) except in respect of matters relating to the Special Fund, public finance, economic coordination, public works and US Programme Agreements, for which they are responsible to the Deputy Resident Representative (Brooks). Their responsibilities are as follows:-

1. Maintain up-to-date records of EPTA, Regular, and other United Nations programmes of technical cooperation in the Congo, in cooperation with the Chiefs of Mission or Principal Advisers concerned and the Personnel Unit; supply the Reports Officer with all necessary material for incorporation in TAB and other reports;
2. Cooperate with the Assistant Resident Representative in the preparation of the Congo's draft biennial programme request under EPTA, and the overall draft programme request to the United Nations; also in regard to requests by the Government for changes in the approved programme;
3. In respect of UNTA projects:-
  - (a) prepare job descriptions for experts, on the basis of requests by the Government and information supplied by the Principal Advisers concerned; submit these to New York and ensure regular follow-up with Headquarters in regard to candidatures;
  - (b) On receipt of curricula vitae of candidates proposed by New York, submit these to respective Principal Adviser for his consideration and if he decides suitable, presentation to Minister concerned;
  - (c) Ensure follow-up with Principal Adviser to secure views of Minister on candidatures submitted; inform New York of candidates considered unsuitable by Principal Advisers;
  - (d) On receipt of Minister's approval of candidates, immediately transmit copy to Bureau of Economic Coordination, and ensure follow-up to secure latter's approval as soon as possible.
  - (e) Inform New York of candidates' acceptance by Government; ensure follow-up on recruitment;
  - (f) Maintain card index showing progress of recruitment for every approved post;
  - (g) Advise the Resident Representative and Deputy Resident Representatives concerned regarding recommendations by Principal Advisers for reclassification and for extension of contracts, terminations, resignations and other policy matters relating to experts' contracts;



maintain system of securing evaluation reports on expert's performance from Principal Advisers at least three months before expiry of contracts; prepare relevant letters to Headquarters.

4. In respect of experts of specialized agencies, on receipt of approval by Minister concerned from Chief of Mission, arrange for immediate transmission of copy to Bureau of Economic Coordination, and ensure follow-up to secure latter's approval as soon as possible; inform Chief of Mission of receipt of such approval;
5. Prepare recommendations to the Executive Chairman of TAB in regard to the Government's requests for contingency allocations under EPTA;
6. Consult the Chief of Mission or Principal Adviser concerned, and prepare recommendations on requests by the Government for changes in the approved programme.
7. Maintain liaison with the Chiefs of Mission and Principal Advisers regarding action taken by the Government on experts' recommendations.
8. In respect of the Special Fund:
  - (a) Maintain up-to-date records of Special Fund projects in the Congo, in cooperation with the Chiefs of Mission or Principal Advisers concerned: supply the Reports Officer with all necessary material for reports to the Special Fund;
  - (b) Cooperate, as appropriate, with the Chiefs of Mission and Principal Advisers in advising the Government on the preparation of requests for Special Fund projects.
9. Assist in the programming, and maintain up-to-date records, of United States Project Agreements, and cooperate with the Assistant Resident Representative in regard to the coordination of such agreements within the overall programme.



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2. Assist the Congolese Government (Bureau of Economic Coordination) in the preparation of its draft biennial programme request under EPTA, and the overall draft programme request to the United Nations; also in regard to requests by the Government for changes in the approved programmes;

3. In respect of UNTA projects :

(a) Review and finalize job descriptions submitted by Principal Adviser concerned on basis of Government requests; handle all phases of recruitment of experts, starting from receipt of details of candidates from Headquarters New York until their acceptance or rejection by the Government, and necessary notification to New York. Prepare relevant correspondence.

(b) Prepare for approval of Resident Representative and Deputy Resident Representatives concerned submissions to Headquarters New York regarding recommendations by Principal Advisers for reclassification and for extension of contracts, terminations, resignations and other policy matters relating to experts' contracts;

4. In respect of Specialized Agencies, obtain approval of Bureau of Economic Coordination for nominations of experts already approved by Minister concerned and advise Chief of Mission concerned;

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2. Assist the Congolese Government (Bureau of Economic Coordination) in the preparation of its draft biennial programme request under EPTA, and the overall draft programme request to the United Nations; also in regard to requests by the Government for changes in the approved programmes;
3. In respect of UNTA projects :
  - (a) Review and finalize job descriptions submitted by Principal Adviser concerned on basis of Government requests; handle all phases of recruitment of experts, starting from receipt of details of candidates from Headquarters New York until their acceptance or rejection by the Government, and necessary notification to New York. Prepare relevant correspondence.
  - (b) Prepare for approval of Resident Representative and Deputy Resident Representatives concerned submissions to Headquarters New York regarding recommendations by Principal Advisers for reclassification and for extension of contracts, terminations, resignations and other policy matters relating to experts' contracts;
4. In respect of Specialized Agencies, obtain approval of Bureau of Economic Coordination for nominations of experts already approved by Minister concerned and advise Chief of Mission concerned;

5. Prepare recommendations to the Executive Chairman of TAB in regard to the Government's requests for contingency allocations under EPTA;
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