

PNUD UNDP
Kinshasa

9 January 1967

JOB DESCRIPTION

1. Title : Regional Administrative Officer (Lubumbashi, Bukavu, Luluabourg)
2. Grade : P.2 or FSL.5
3. Duties : The Regional Administrative Officer is responsible for providing the experts in their area with the normal range of administrative and financial support services with which a UNDP Resident Representative is usually charged. Such services include, in particular:
 - (a) Operation of an imprest account which is used for payment of salaries of local personnel; post adjustment assignment allowance for international personnel and, upon request from Chief Finance Officer, payment of local bills.
 - (b) Management, service and repair the vehicles assigned to the experts and of the office. This includes ensuring proper utilization of the vehicles and economy in running and maintenance costs.
 - (c) Maintenance of mail, telex and radio communication services for official business.
 - (d) Inventory and control of UN property.
 - (e) Administering UN charter flights, including reception of passengers, supervising loading and unloading, distribution of incoming freight and shipment of outgoing freight.
 - (f) Assistance to experts in finding accommodation as far as practicable.
 - (g) Reception, transportation and accommodation of visiting UN experts and officials, when the Regional Administrative Officer has been informed by UNDP office in Kinshasa.
 - (h) Arranging travel of UN experts and personnel; certification of all Movement Orders and Travel Claims to be submitted to Chiefs of Mission and the UNDP Resident Representative.

- (1) Maintaining liaison with local authorities and, when requested, facilitating contact of UN experts with these. Participation - if invited - on behalf of the UNDP Resident Representative at official and social functions and acting as channel of communication for local authorities with UNDP Kinshasa.
- (j) Following political, social and economic events and submitting reports on these when they are judged to have importance for UN operations or the security of UN personnel.

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