

UNTAB
OFFICE OF THE RESIDENT REPRESENTATIVE

LEOPOLDVILLE, CONGO

Job Description

Post title : PROGRAMME OFFICER

Under the supervision of the Deputy Resident Representative concerned, the Programme Officer will :

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 Section; supply the Reports Officer with all necessary material for incorporation in TAB, Special Fund and other reports; in this connection, he will be expected to keep in close touch with selected projects and the experts serving such projects.
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;
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.

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3. In respect of UNTA projects :
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3. In respect of UNTA projects :

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Post Title: FELLOWSHIPS AND PROGRAMME ASSISTANT

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1. Maintains liaison with the Chiefs of Mission and Principal Advisers regarding (a) overseas fellowships (b) fellowships for training within the Congo, provided under EPTA, Regular programmes, Special Fund projects, and other sectors of the overall programme, and keeps up-to-date records thereof;
2. Interviews the holders of such overseas fellowships, before and after their training, and maintains up-to-date records relating to these fellowships, including the fellows' final reports and their subsequent employment. Assists in regard to their outgoing travel and other arrangements and maintains necessary liaison with all authorities concerned.
3. Maintains liaison with the Department of Trusteeship and Non-Self-Governing Territories in regard to matters relating to fellowships for Angolans and South Africans (G.A. Resolution 1973(XVIII) of 16 December 1963) and 1808(XVII) of 14 December 1962).
4. Supplies the Reports Officer with all necessary material on fellowships for incorporation in TAB, Special Fund and other reports.
5. Maintains liaison with the authorities concerned regarding the participation by the Congolese Government in ECA and other international meetings, seminars, etc., to which it has been invited to send participants and for which the Resident Representative is asked to assist in connexion with such participation, including follow-up. At request of ECA, or other international agency concerned, assists in regard to travel and other arrangements for participants. Maintains a register of such meetings and the Congolese Government's participation therein.
6. Assists in regard to arrangements for consultations and conferences in Leopoldville of ECA and other international missions, for which the assistance of the Resident Representative has been requested.
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2. Interviews the holders of such overseas fellowships, before and after their training, and maintains up-to-date records relating to these fellowships, including the fellows' final reports and their subsequent employment. Assists in regard to their outgoing travel and other arrangements and maintains necessary liaison with all authorities concerned.
3. Maintains liaison with the Department of Trusteeship and Non-Self-Governing Territories in regard to matters relating to fellowships for Angolans and South Africans (G.A. Resolution 1973(XVIII) of 16 December 1963) and 1808(XVII) of 14 December 1962).
4. Supplies the Reports Officer with all necessary material on fellowships for incorporation in TAB, Special Fund and other reports.
5. Maintains liaison with the authorities concerned regarding the participation by the Congolese Government in ECA and other international meetings, seminars, etc., to which it has been invited to send participants and for which the Resident Representative is asked to assist in connexion with such participation, including follow-up. At request of ECA, or other international agency concerned, assists in regard to travel and other arrangements for participants. Maintains a register of such meetings and the Congolese Government's participation therein.
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OFFICE OF THE RESIDENT REPRESENTATIVE

LEOPOLDVILLE, CONGO

Job Description

Post Title: FELLOWSHIPS AND PROGRAMME ASSISTANT

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OFFICE OF THE RESIDENT REPRESENTATIVE

LEOPOLDVILLE, CONGO

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OFFICE OF THE RESIDENT REPRESENTATIVE

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LEOPOLDVILLE, CONGO

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OFFICE OF THE RESIDENT REPRESENTATIVE

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4. Supplies the Reports Officer with all necessary material on fellowships for incorporation in TAB, Special Fund and other reports.
5. Maintains liaison with the authorities concerned regarding the participation by the Congolese Government in ECA and other international meetings, seminars, etc., to which it has been invited to send participants and for which the Resident Representative is asked to assist in connexion with such participation, including follow-up. At request of ECA, or other international agency concerned, assists in regard to travel and other arrangements for participants. Maintains a register of such meetings and the Congolese Government's participation therein.
6. Assists in regard to arrangements for consultations and conferences in Leopoldville of ECA and other international missions, for which the assistance of the Resident Representative has been requested.
7. Generally assists the Deputy Resident Representative (Brooks).

UNTAB

OFFICE OF THE RESIDENT REPRESENTATIVE

LEOPOLDVILLE, CONGO

Job Description

Post Title: FELLOWSHIPS AND PROGRAMME ASSISTANT

The Fellowships and Programme Assistant is responsible to the Deputy Resident Representative (Brooks) in regard to the following duties:

1. Maintains liaison with the Chiefs of Mission and Principal Advisers regarding (a) overseas fellowships (b) fellowships for training within the Congo, provided under EPTA, Regular programmes, Special Fund projects, and other sectors of the overall programme, and keeps up-to-date records thereof;
2. Interviews the holders of such overseas fellowships, before and after their training, and maintains up-to-date records relating to these fellowships, including the fellows' final reports and their subsequent employment. Assists in regard to their outgoing travel and other arrangements and maintains necessary liaison with all authorities concerned.
3. Maintains liaison with the Department of Trusteeship and Non-Self-Governing Territories in regard to matters relating to fellowships for Angolans and South Africans (G.A. Resolution 1973(XVIII) of 16 December 1963) and 1808(XVII) of 14 December 1962).
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OFFICE OF THE RESIDENT REPRESENTATIVE

LEOPOLDVILLE, CONGO

Job Description

Post Title: FELLOWSHIPS AND PROGRAMME ASSISTANT

The Fellowships and Programme Assistant is responsible to the Deputy Resident Representative (Brooks) in regard to the following duties:

1. Maintains liaison with the Chiefs of Mission and Principal Advisers regarding (a) overseas fellowships (b) fellowships for training within the Congo, provided under EPTA, Regular programmes, Special Fund projects, and other sectors of the overall programme, and keeps up-to-date records thereof;
2. Interviews the holders of such overseas fellowships, before and after their training, and maintains up-to-date records relating to these fellowships, including the fellows' final reports and their subsequent employment. Assists in regard to their outgoing travel and other arrangements and maintains necessary liaison with all authorities concerned.
3. Maintains liaison with the Department of Trusteeship and Non-Self-Governing Territories in regard to matters relating to fellowships for Angolans and South Africans (G.A. Resolution 1973(XVIII) of 16 December 1963) and 1808(XVII) of 14 December 1962).
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