

SOLICITUD DE PARTICIPACIÓN: PROGRAMA GLOBAL TRAINING 2015-2016 – INFORMACIÓN DE LA PRÁCTICA

INFORMACIÓN CORPORATIVA		
Nombre de la empresa/institución		Programa de Naciones Unidas para el Desarrollo - PNUD
Persona de contacto		Angel Garrasi
Localización	País	Chile
	Ciudad	Santiago
	Dirección	Dag Hammarhsjold 3241. Vitacura.
Sector		Organismo Internacional

INFORMACIÓN DE LA PRÁCTICA PROPUESTA		
Número de becarios a acoger		1
Tiempo de prórroga de estancia (OPCIONAL) VER DOCUMENTO: <i>"FORM 2_Global Training 2015 preacuerdo extensión"</i>	Meses extra (2, 3 o 4 meses)	No Aplica
	Mensualidad (€) del becario durante los meses extra	No Aplica

INFORMACIÓN DE LA PRÁCTICA	
Departamento (en caso de solicitar más de 1 becario, indicar el departamento en el que trabajaría cada uno)	Seguimiento y Evaluación de Programas y Proyectos
Descripción del proyecto/actividades (en caso de solicitar más de 1 becario, indicar el proyecto/actividades en las que trabajaría cada uno)	- Supports the administration and implementation of programme strategies, processes and procedures focusing on the achievement of the following results: - Compilation and follow-up of information on programme and project management to facilitate management processes related to UNDAF, CPD and CPAP documents and application and tracking of RBM tools and other reports for UNDP HQ - Tracking of information/reports for identification of areas for support in the CO. - Support Programme Units in the integration of the Results Based Management approach and culture. - Provides effective support to management of the CO programme focusing on the achievement of the following results: - Support in the processes of formulation, monitoring and evaluation of the country programme and projects - Support the Programme Units along the whole project cycle: preparation of project documents' drafts, work plans, budgets and proposals on implementation arrangements, entering projects into Atlas, preparation of required budget revisions, preparation and review of project reports. - Development of new tools and strategies for the sistematization of project and programme information, knowledge management and information delivery - Collaboration in the preparation and review of terms of reference and other documents required during the process of project and outcome evaluation

	- Follow-up and support in the implementation of the monitoring plan - Support to the process of financial and operational project closure - Incorporation of cross-cutting issues (gender, capacity development, South-South Cooperation, knowledge management) into project and programme formulation and implementation Supports the facilitation of knowledge building and knowledge sharing in the CO focusing on achievement of the following results: - Support in the organization of trainings for the operations/projects staff on programme and project management, monitoring and evaluation, and for Government counterparts and project coordinators. - Systematization of lessons learnt and best practices for the Programme Units. - Support in the identification of knowledge management strategies, tools and best practices and its systematization for publication - Participation in knowledge networks and communities of practice
COMPETENCIAS REQUERIDAS PARA EL PUESTO	
Información sobre los perfiles deseados (Estudios, experiencia previa, idiomas, otras habilidades...)	1 year experience at the national or international level, preferably in areas related to social sciences, environment, public policy, evaluation. 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. Master's Degree in Business or Public Administration, Economics, International Relations or Social Sciences Fluency in Spanish and English
Comentarios	