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# Example of Programme Coordinator Job Description

Our company is growing rapidly and is hiring for a programme coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for programme coordinator

* Have good working knowledge of Microsoft Excel & Access
* Support Programme Planning Supervisor to plan monthly, quarterly and annual schedules and input in to IBMS database
* Cover Programme Planner function when needed, holidays
* Maintain holiday tracker for the team
* Create and maintain an induction pack for new starters to the team
* Coordinate strategic relations with donors, WACI partners such as the Department of Peacekeeping Operations (DPKO), Department of Political Affairs (DPA)/United Nations Office for West Africa (UNOWA) and INTERPOL, ECOWAS and other stakeholders
* Lead and/or participate in large and complex field missions
* Act as a resource person for UNODC, providing advice and guidance on UNODC’s involvement in broad transnational organised crime and illicit drug trafficking matters in geographical areas
* Prepare budgets, performance parameters and indicators, programme performance reports and inputs for results-based budgeting and results-based management
* Coordinate the preparation and dissemination of costed work plans, terms of reference and other related project documentation, the preparation of various written outputs, briefing notes for senior management, sections of UN/UNODC reports such as UNODC Annual Report, lead the process of ensuring quality inputs to publications, website and other reports

## Qualifications for programme coordinator

* Able to navigate Custrax efficiently
* Confident in using Total Analytics
* Significant telephone and e-mail contacts with the client’s Programme Administrators (who are responsible within country offices) to facilitate & administer the services to cardholders
* Supporting or resolving cardholder issues in a timely manner as set out in the Service Level Agreement
* Supporting Programme Co-ordinators within the International Commercial Card Services Team
* Fluent / competent business French (written and oral) is essential