

CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 15 February 2016

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	Information Technology Consultant
GRADE:	Consultant
POST DURATION	12 Months
CLOSING DATE:	22 February 2016

Background

The United Nations Human Settlements Programme (UN-HABITAT) is mandated by the General Assembly to coordinate the implementation of the Habitat Agenda and its twin goals on “shelter for all” and “sustainable human settlements in an urbanizing world”. It is the lead United Nations Agency responsible for promoting sustainable urbanization. This consultancy is needed in the Evaluation Unit, UN-Habitat.

Since the establishment of the UN-Habitat, evaluation has been a core function of the organization. The Evaluation Unit of UN-Habitat coordinates and evaluates UN-Habitat projects, programmes, policies and strategies with objectives of: (i) supporting accountability and transparency, (ii) improving programming, implementation and overall performance, and (iii) contributing to knowledge and organizational learning.

Evaluations of UN-Habitat are carried out to inform the management, agency’s partners, governing bodies and donors about what results are being achieved, what improvements should be considered and what is being learned. In general UN-Habitat’s evaluations aim at determining what works and what does not in implementing its interventions for achieving sustainable development.

Most of the evaluation work is implemented using consultants. The Evaluation Unit wishes to engage an individual consultant, who will work closely with the Evaluation Unit to take the lead in developing data efforts, analysis and reporting of the Unit’s work. Under the overall supervision and Management of the Evaluation Unit, the individual consultant will have the following responsibilities.

Responsibilities

Under the supervision of the Chief, Evaluation Unit, the consultant will carry out the following duties:

- a) Support the Evaluation Unit staff in implementation of the evaluation work plan for 2016
- b) Lead and ensure the effective functioning of the evaluation recommendation tracking database in the PAAS, tracking status of the implementation evaluation recommendations and preparing statistical reports that will be used for preparation of managerial reports.
- c) Provide substantive and technical support to the Evaluation Unit, Branches and Regional Offices to ensure the self-evaluation data is systematically captured in PAAS; and to analyze and synthesize project and programme results and lessons learned captured in PASS.
- d) Support the evaluation processes, including preparation of evaluation guidelines, data collection methodologies, surveys, record reviews and case studies.

- e) Ensure the evaluation products, including evaluation reports, evaluation briefs, newsletters, guidance documents are systematically posted on electronic platform (the evaluation website) shared with relevant stakeholders.
- f) Provide support to the Evaluation Unit in preparation of performance reports, dissemination and facilitation of the use of evaluation findings.
- g) Provide substantive and technical support in preparation of the 2014-2015 biennial evaluation report.
- h) Lead in the organization of the evaluation telephone and Video meetings
- i) Undertakes any other assignments as may be required by the Evaluation Unit.

Qualifications

The consultant should have degree in Statistics or Computer Science/Information Technology or other related relevant field. He/She should have at least 3 years' experience of working experience with Management of Information Systems. He/She must be conversant with Monitoring and Evaluation processes as well as in website design and management.

Competencies

Professionalism: Knowledge and understanding of evaluation processes, data collection and analysis. Ability to apply judgment in the context of assignments given, Showing pride in work; demonstrating professional competence; and proven experience in good report writing

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Language

English and French are the working languages of the United Nations. For the post advertised, proficiency in spoken and written English is required.

Duration of the Consultancy

The consultancy will be for 12 months starting 1 March 2016 to 28 February 2017

How to Apply

Applications should include:

- Cover memo (maximum 1 page)
- CV in the PHP format. The PHP should be attached to the application as a PDF file.

All applications should be submitted to:

Ms. Lucy Waikwa Omondi
UN-Habitat

P.O. Box 30030

Nairobi, Kenya

Email: Lucy.Waikwa-Omondi@unhabitat.org

Deadline for applications: 22 February 2016

UN-HABITAT does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee, please contact: recruitment@unon.org

Important Note: Please be advised that since 15 September 2010, applicants for consultancy must be part of the UN-Habitat Consultants database (e-roster) in order for their application to be considered. You can reach the consultant website through the following link: <http://e-roster.unhabitat.org/>