

VACANCY ANNOUNCEMENT

Issued on 6 April 2016

ORGANIZATIONAL LOCATION:	Regional Office for Africa, Somalia Programme UN-HABITAT
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	Programme Assistant
CONTRACT TYPE:	Consultancy
POST DURATION	6 months (with possibility of extension depending on performance and availability of funding
CLOSING DATE:	20 April 2016

Background:

The United Nations Human Settlements Programme, UN-HABITAT, is the United Nations agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. The vacancy is located in the Somalia Programme, Regional Office for Africa, UN-HABITAT.

Under the overall guidance and supervision of the Chief Technical Advisor and the direct supervision of the Programme Management Officer (PMO), the Programme Assistant will provide support to the management of the Somalia Programme. The duties will include:

1. Financial Management:

- Maintain and process all project relevant information in Umoja including the creation of main and pass-through grants;
- Assist in preparing and revising budget revisions for Somalia in liaison with the responsible officer;
- Raise necessary obligation documents for contracts, travel etc. and prepare both payment and expenditure reports; and follow up
- Assist in preparation of financial reports

2. Office Management and Project Management Support:

- Place requests for procurement of equipment and services, office stock and payments, follow-up with UNON;
- Maintain a periodic accurate update of the procurement records and inventory;
- Assist in preparation of Agreements of Cooperation and amendments, MoUs, subcontracts for partners and staff/consultancy contracts among others; Facilitate and follow-up to ensure timely processing of the requests, documents and related payments;

3. General Administration and Administrative Duties:

- Draft correspondence as appropriate to ensure smooth implementation of the activities of the various projects;
- Maintain a complete and systematic filing and archiving system; Complete existing filing system by retrieving and filing of missing documentation (where applicable);
- Serve as focal point for administrative coordination of project implementation activities and undertake any other duties and responsibilities that are within the expertise of the incumbent;

Competencies:

- **Professionalism:** Knowledge of internal policies, processes and procedures generally and in particular those related to programme/project administration, implementation and evaluation, technical cooperation, programming and budgeting. Ability to work well with figures. Demonstrated ability to apply good judgment in the context of assignments given. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- **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, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **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.

EDUCATION

Completion of secondary school education is required. Relevant training related to human resource or administration would be desirable.

WORK EXPERIENCE

At least 2 years of relevant experience in financial and administrative management is required. Good computer skills (Microsoft Office Windows Applications) required. LANGUAGE SKILLS

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required.

OTHER SKILLS

Good computer skills and fluency in MS Office package, email programmes and web applications; Conversant knowledge of Umoja a clear advantage; Knowledge of database systems are considered an asset; The candidate must be able to work independently with a high degree of responsibility and with minimal supervision. She/he should be able to produce well Organized, complete, properly formatted and accurate reports and maintain a complete and systematic filing system and archive, should be able to operate in a flexible and cooperative manner and should be able to perform her/his duties often under pressure and according to deadlines. The candidate should demonstrate willingness to learn new technologies. Familiarity with multi-lingual, multi-national working environments would be an asset.

Applications should include:

1. Expression of interest explaining how to deliver on the TOR (2-3 pages)
2. Summary CV (maximum 5 pages), indicating the following information:
 - i. Educational Background (incl. dates)
 - ii. Professional Experience (assignments, tasks, achievements, duration by years/ months)
 - iii. Other Experience and Expertise (e.g. Internships/ voluntary work, etc.)
 - iv. Expertise, relevant publication list and referees
 - v. Expectations regarding monthly remuneration
3. UN Personal History Form (please use the United Nations standard personal history form available upon request or via:
<http://www.unhabitat.org/content.asp?typeid=24&catid=435&id=3867>)
4. Proof of relevant work (at least two)

All applications should be submitted to:

UN-Habitat Somalia Programme
P.O. Box 30030, 00100 Nairobi, Kenya
Email: un-habitat.som@unhabitat.org

Please be advised that since April 15th 2010, applicants for consultancies must be part of the UN-HABITAT e-Roster in order for their application to be considered. You can reach the e-Roster through the following link: <http://e-roster.unhabitat.org>

Deadline for applications: **20 April 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

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