



United Nations Human Settlements Programme
P.O. Box 30030, Nairobi 00100, KENYA
Tel: +254-20 7623120, Fax: +254-20 7624266/7
infohabitat@unhabitat.org, www.unhabitat.org

**MANAGEMENT AND OPERATIONS DIVISION
TERMS OF REFERENCE
JUNIOR PROFESSIONAL OFFICER (JPO)**

Position: Junior Professional Officer (JPO)
Section: Management and Operations Division
Location: Nairobi, Kenya

BACKGROUND AND JUSTIFICATION

The United Nations Human Settlements Programme, UN-HABITAT, is the focal point for sustainable urbanization and human settlements in the United Nations. It is mandated by the United Nations General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. This post is located in the Management and Operations Division, UN-Habitat, Nairobi duty station.

Under the direct supervision of the Financial Management Officer and the overall guidance of the Director, of Management and Operations Division, the incumbent will be responsible for the following duties:

DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS

Budget preparation:

- Reviews, analyses and assists in the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements from divisions/offices at Headquarters and in the field and ensure compliance with the work programme and other legislative mandates.
- Reviews and analyses programme budget/financial implications to the in light of additional mandates.
- Assists managers in the elaboration of resource requirements for budget submissions.
- Provides support to relevant intergovernmental and expert bodies in their budget review; collaboration with OPPFB in securing approval from the General Assembly.

Budget administration:

- Prepares allotments, including redeployment of funds when necessary, ensuring appropriate expenditures.
- Monitors budget implementation and recommends reallocation of funds as necessary.
- Monitors expenditures to ensure that they remain within authorized levels.
- Reviews requisitions generated by the Umoja system for goods and services to ensure (a) correct objects of expenditure have been charged, and (b) availability of funds.

- Administers and monitors extra-budgetary resources, including review of agreements, grants and cost plans, ensuring compliance with regulations and rules and established policies and procedures.
- Act as the focal point for PAAS data updates and validation in collaboration with the ICT team.
- Assists in the preparation of budget performance submissions and reports.
- Reviews and assists in finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures.
- Assists in providing substantive support to intergovernmental and expert bodies.

General:

- Keeps up-to-date on documents/reports/guidelines that have a bearing on matters related to programme and/or peacekeeping budgets, ensuring compliance with intergovernmental recommendations and decisions as well as with United Nations policies and procedures;
- Monitors and updates the finance and budget section of the UN-Habitat intranet and monitor the donor information system;
- Performs other related duties, as assigned.

TRAVEL

The position doesn't require any travel as part of job description. However, the JPO may be request to attend seminars or training.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

Qualifications:

Education: A first-level university degree in accounting, finance, business or public administration or related area, is required. Additional certification in Accounting is desirable.

Experience: A minimum of two (2) years of progressively responsible experience in accounting, finance, administration, budget, business administration or related area, is required. Experience in implementation of Accounting Standards, including IPSAS, is highly desirable. Working experience with an accounting module like Enterprise Resource Platform (ERP) system e.g. SAP, is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For the advertised post, fluency in oral and written English is required. Knowledge of other UN official languages is an advantage.

Competencies:

- **Professionalism:** Ability to identify and resolve budgetary problems and identify sources for data collection. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **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.
- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

SUPERVISION

The JPO will be under the supervision of the Financial Management Officer and the overall guidance of the Director