

CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 24 June 2014

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	NAIROBI
FUNCTIONAL TITLE:	UMOJA UN-Habitat Focal Point
DURATION:	3 MONTHS
CLOSING DATE:	3 JULY 2014

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.

Umoja is the Secretary General's administrative reform initiative that will consolidate the management of financial, human and physical resources in an integrated solution.

UN Habitat, UNON and UNEP will go live with Umoja (Foundation) and Umoja Extension I (HR, Travel and Payroll) on 1st November 2014.

This post is located in the Office of Management however the consultant will be on secondment to the Umoja Local Deployment Team at UNON. The consultant will be reporting to the Senior Programme Management Officer (Habitat's Deployment Coordinator) at UN-Habitat and the Umoja coordinator with the Umoja Local Deployment Team.

Furthermore, the consultant will also be working closely will all organisational offices/sections/units of UN Habitat as well as the IPSAS coordination team to ensure UN Habitat's readiness for Umoja Foundation and Extension I roll-out on 1st Nov 2014.

RESPONSIBILITIES

Serve as Umoja Focal Point for UN-Habitat as part of the core Umoja Deployment Coordination Team based in UNON

- **Communication**
 - Preparation of communication focal point matrix for UN-Habitat
 - Assist the coordination team with the development of a communication strategy on Umoja
 - Communication of relevant information through these focal points
 - Coordinate Umoja communication/marketing efforts through a multitude of mediums to all offices of the organisation
 - Provide input to the communication working group of the 3 entities
 - Disseminate information regarding Umoja activities at Branch meetings, Town Hall meetings etc.
 - Organise special sessions for interested staff on Umoja and next steps
 - Provide information to Senior Management Team
- **Coordinate various data collection exercises, including but not limited to:**
 - Ensure that working groups/staff are aware of templates and fields in existing systems
 - Transactional staff 'timesheet'
 - Data for the Real Estate Staging database
 - Existing Project and Grant data for UN-Habitat
 - Existing Business Partners
 - Role Mapping Exercises
 - Warehouse and Inventory data

- **Project and Grant data**
- **Mobilisation of existing Agency resources**
 - Identification of 'process experts/local process experts and technical leads' within UN Habitat
 - Manage and coordinate these experts/technical leads to harmonise readiness for Umoja
 - Identification of further process experts/local process experts/technical leads to be involved in Umoja implementation
- **Umoja Academy/Training**
 - Coordinate and facilitate training sessions on various aspects of Umoja and administrative processes
- **Assist with the mapping of various workflows and relevant roles**
 - Attend various training sessions and/or Train The Trainer sessions and serve as a resource for UNON, UN-Habitat and UNEP rollouts
- **Project Management**
 - Preparation of Budgets for the Coordination Team
 - Preparation of Projects Plans and Gantt Charts for the Team
 - Present budgets to Client Advisory Committee and local Steering Committee (Deployment Coordination Committee)
- **Testing**
 - Participate in and/or coordinate various testing in the HP ALM and SAP modules
- **Product Integration Testing**
- **User Verification Testing**
- **Agency specific system activities**
 - Working with the UN-Habitat PAAS team to ensure smooth transition of data (matching fields between Umoja and the PAAS)
 - Working with the UN-Habitat PAAS team to assess mission critical functionality of the PAAS
 - Other Coordination activities
 - Creation and Coordination of Working Groups in key areas (e.g. Grants, Finance, Projects, Procurement, Business Partners, Real Estate, Warehousing/Inventory, HR, Travel)
 - Coordinate realisation, kick-off and other workshops

COMPETENCIES (maximum of five)

Communication, Teamwork, Creativity, Client Orientation, Technological Awareness

EDUCATION

Advanced university degree in Management, Business Administration or related field; covering at least requirements for Business Analysis, Human Resources and Finance

WORK EXPERIENCE

At least five (5) years of experience, four (4) of which should be in business process mapping, systems design, development and maintenance of information systems, as well as extensive experience of MS Office and MS Visio in a workplace environment. Prior working experience within UN-Habitat would be an asset.

LANGUAGE SKILLS

Fluency in English both verbal and written

OTHER SKILLS

Knowledge and experience in the following:

- Lotus Notes and Lotus Domino
- Microsoft SharePoint 2007 Server
- MS Office packages
- UN-Habitat Project Accrual and Accounting System

UN-Habitat rules and regulations

REMUNERATION

Payments will be based on deliverables over the consultancy period. There are set remuneration rates for consultancies. The rate is determined by functions performed and experience of the consultant. The fees will be paid as per agreement.

Applications should include:

- Cover memo (maximum 1 page)
- CV in the PHP format, accessible through the INSPIRA website (inspira.un.org) Please note, if using INSPIRA for the first time, you need to register in order to activate your account, which will allow you to log in and create a personal History Profile.
- The PHP should be attached to the application as a PDF file.
- Summary CV (maximum 2 pages), indicating the following information:
 1. Educational Background (incl. dates)
 2. Professional Experience (assignments, tasks, achievements, duration by years/ months)
 3. Other Experience and Expertise (e.g. Internships/ voluntary work, etc.)
 4. Expertise and preferences regarding location of potential assignments
 5. Expectations regarding remuneration
- Cover memo (maximum 1 page)

Please also 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>

All applications should be submitted to:

Mr./ Ms. Margaret Nyambura Mburu
UN-HABITAT
P.O. Box 30030, 00100 Nairobi, Kenya
Email: Margaret.Mburu@unhabitat.org
Tel: + 254 20 762 423 425

Deadline for applications: 3 July 2014

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