

CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 01 July 2014

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	UMOJA Support Assistant (GS-5)
DURATION:	Up to Six Months
CLOSING DATE:	07 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.

Organizational Setting and Reporting Relationships:

This post is located in the Regional Office for Africa (ROAf). The incumbent will support activities and preparation for implementation of UMOJA. The first reporting officer of the incumbent will be the Project Administrator of the ROAf and the second reporting officer is the UMOJA Project Manager. Furthermore, the consultant is also expected to be working closely will all organizational offices/sections/units of UN-Habitat under the supervision of his/her first reporting officer.

RESPONSIBILITIES:

Within delegated authority, the UMOJA Assistant will be responsible for the following duties:

Formulation; provides assistance in preparation and development of implementation of UMOJA modules. Collaborates with Umoja team leaders on performance reporting; liaises with relevant parties on the interpretation of the activities, provides assistance on reporting requirements, guidelines, rules and procedures and ensures completeness and accuracy of data submitted.

Data cleansing; processing and validation; verifies UMOJA database of business partners, projects and programmes, monitors status of projects; takes necessary action to ensure all projects for upload in UMOJA meet the prerequisites are UMOJA compliant, and alert the team leader of any issues, enters data, compiles, analyses, summarizes, and presents data on various components of UMOJA, preload validation, data inspection, post load validation, data enrichment, adjustment and modification.

Grants, payables and receivables; provides assistance in collection, entry and submission of data; reviews and evaluates status of outstanding receivables and payables, coordinates submissions ensuring that requisite information is included and justified in terms of UMOJA, propose adjustments as necessary, prepares reports and ensures that outputs/services are properly categorized.

Human resources and travel; categorizes, updates, tracks and analyses data related to UMOJA module and guidelines, reviews organizational staffing table, identifies issues, alerts on deviations, and initiates requisite follow-up actions.

UMOJA implementation and advance; assists in coordination, monitoring and expedition of UMOJA implementation activities, involving extensive liaison with a diverse organizational units to initiate requests, prepare data, process and follow-up on administrative actions and resolve issues related to the implementation process and progress.

Administration; Prepares, maintains and updates files (electronic and paper) and internal databases, generates reports, statistical tables, and other background materials/notes to facilitate monitoring of advance, inspection and other reviews. Drafts correspondence and communications related to UMOJA.

Training; Provides assistance to UMOJA Academy in Umoja training to relevant staff, initiates, processes, monitors, reviews and follows-up on actions related to Umoja training and administration, enters and maintains administrative data for time and attendance.

Performs other related administrative duties, as required, assists with day-to-day administration of UMOJA related activities

Work implies frequent interaction with the following:

Staff within the Office of Management, UMOJA teams, country offices administered by the Regional Office, other branches and units, human resources, administrative, accounting staff in UNON.

Results Expected:

Contributes to the effectiveness and efficiency of UMOJA preparation, implementation, administrative support and follow up in the assigned areas of responsibility.

COMPETENCIES:

- **Professionalism:** Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Ability to apply United Nations administrative, financial and human resources rules and regulations in work situations. Experience with administrative and financial computer based system. 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.

- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

EDUCATION

High school diploma or equivalent. Professional qualification in ICT and/or business administration or equivalent desirable. United Nations Administrative Support Assessment Test (ASAT) at Headquarters or an equivalent locally-administered test at Offices Away, desirable.

WORK EXPERIENCE

At least 5 years of experience in administrative services, finance, accounting, audit, human resources or related area. Experience with using Enterprise Resource Planning systems, highly desirable.

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. Knowledge of another official United Nations language is an advantage

OTHER SKILLS

Understanding and use of MS Excel, MS Word, database management software & application, and familiarity with the UN Secretariat Integrated Management Information System (IMIS) are strong advantage.

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

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 not later than the deadline to:

Ms. Nasreen Mir

UN-HABITAT

P.O. Box 30030, 00100 Nairobi, Kenya
Email: nasreen.mir@unhabitat.org

Deadline for applications: 07 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