

TEMPORARY VACANCY ANNOUNCEMENT

TVA NO. 04/2014

Issued on: 01 July 2014

ORGANIZATIONAL LOCATION:	UN-HABITAT – Habitat III Secretariat
DUTY STATION:	New York
FUNCTIONAL TITLE:	Programme Management Officer,
GRADE:	P-3
POST DURATION	8 months with possibility of extension
CLOSING DATE:	8 July 2014

BACKGROUND

Organizational Setting and Reporting Relationships: The United Nations Human Settlements Programme, UN-Habitat, is the 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 post is located in the Secretariat of the United Nations Conference on Housing and Sustainable Urban Development (Habitat III Secretariat) in New York.

RESPONSIBILITIES

: Under direct supervision of the Senior Programme Officer (Administration), Habitat III Secretariat, the incumbent will be responsible for the following duties:

- Providing timely support and inputs to the Substantive Officers and Senior Managers on administrative and procedural issues related to programme/project and budget formulation, implementation, monitoring and reporting; participate in periodic reviews of thematic and geographical priorities of the Habitat III Secretariat.
- Acting as Certifying Officer within delegated authority for designated programmes/ projects and ensure effective and efficient utilization of project resources.
- Contributing to identifying and introducing improvements to administrative and financial procedures, systems, and practices in close coordination with the UN-Habitat Office of Management.
- Facilitating the recruitment, procurement and financial requests, and ensuring compliance to policies, guidelines and operating procedures for efficient and effective delivery of programme management services.
- Coordinating with donor representatives, project staff and other partners on financial and administrative matters related to programme/ project initiation and implementation.
- Providing inputs to the drafting of MOU's and Agreements as part of the support provided to the substantive officer.
- Contributing to the delivery of results in an effective and efficient manner.
- Performing other duties as required.

Work implies frequent interaction with the following: Counterparts, senior officers and technical staff in UN-Habitat, UNON and UN funds, programmes and other UN specialized agencies, representatives and officials in national and local governments, non governmental organizations and consultants.

Results Expected: Effective management of programme/ project resources, timely and effective provision of administrative and financial support services, thorough review and analysis of

disbursement requests, accurate monitoring and reporting of financial transactions, well-formulated budget proposals and revisions, and consistent application of the UN financial regulations and rules.

COMPETENCIES

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to financial and project management. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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.

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 and 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.

Accountability: Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

QUALIFICATIONS

Education: Advanced university degree (Master's degree or equivalent) in Business, Public Administration, Management, Finance, or Accounting. A first-level university degree in combination with relevant qualifying experience may be accepted in lieu of the advanced university degree. A professional qualification like CPA or Chartered Accountant would be an advantage.

Experience: A minimum of five years of progressive experience in project or programme management, administration, financial management, or related area.

Language: Fluency in one of the working languages of the UN Secretariat, English, Spanish or French (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

Other skills: Knowledge of basic computer programs such as Word, Spreadsheet, email and internet search functions.

Remuneration

See UN website http://www.un.org/Depts/OHRM/salaries_allowances/index.html

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.

All applications should be submitted to: Ms. Brenda Gacheru

**UN-Habitat
P.O. Box 30030
Nairobi, Kenya
Email: Brenda.gacheru@unhabitat.org**

Deadline for applications: 8 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