

CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 19 August 2014

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	Consultant, Programme Assistant
DURATION:	3.5 months
CLOSING DATE:	27 August 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.

The Urban Legislation, Land and Governance Branch supports the development of adequate land management tools, urban legislation and urban governance models and institutions as a contribution to sustainable urban development. It provides policy and technical assistance, through operational projects, to national and sub-national governments, including local authorities, and other Habitat Agenda partners with respect to urban legislation, land and governance, including urban safety;

The Land and GLTN Unit - The Land and GLTN Unit, located within the Urban Legislation, Land and Governance Branch of UN-Habitat has the mandate to develop, test and disseminate pro-poor and gender responsive approaches in regard to urban land, innovative residential tenures, affordable land management/administration systems, and land related regulatory/legal frameworks and tools. The Unit hence focuses on research and tool development also to supply technical advice to Member States and backstop the Regional offices and other sections of UN-Habitat. Land tools provide a resource for enabling action. While there has been extensive global discussion around land policies that work for the poor, there has been insufficient attention paid to the development of methods for developing and implementing these pro-poor land policies. Consequently what are required are land tools that are affordable and accessible for all sections of the population in countries around the world. This is essential for creating societies with sustainable, equal access and use of land. Work has already started on these approaches, both for developing and post-conflict societies. Incremental expansion of this work over time, as capacity is developed, will take place through the Global Land Tool Network (GLTN, the Network), the Secretariat of which is located at UN-Habitat.

The Global Land Tool Network - The goal of the Global Land Tool Network (GLTN) is the development and adoption of pro poor and gender sensitive land tools and approaches. The core themes on which the Networks focuses on are: access to land and tenure security, land management and planning, land administration and information, land-based financing, land policy and legislation. The Network also works on cross-cutting issues, such as capacity development, land governance, youth, capacity development, land in the Muslim world, human rights, food security, conflict/disaster, environment, gender, and grassroots. GLTN has developed a global partnership on land issues pulling together global partners, as well as many individual members. These partners include international networks of civil society, international finance institutions, international research and training institutions, donors and professional bodies. It aims to take a more holistic approach to land issues by: improving global coordination on land; establishing of a continuum of land rights, rather than just focus on individual land titling; improving and developing pro-poor land management, as well as land tenure tools; unblocking existing initiatives; assisting in strengthening existing land networks; assisting in the development of gendered land tools which are affordable and useful to the grassroots; and improving the general dissemination of knowledge about how to implement security of tenure. More information on GLTN can be found on www.glt.net.

This post is located in the Urban Legislation, Land and Governance Branch. The consultant will be reporting to the Programme Management officer in the GLTN Unit.

RESPONSIBILITIES

The consultant will be based in Nairobi, Kenya and contribute to the day-to-day operations of the Unit, to support the GLTN team in the implementation of the GLTN Phase II Programme. The consultant will work closely with UN-Habitat general services staff to ensure support services are rendered to the Unit. The consultant will be tasked to do the following:

- Performs, under minimal supervision, the full range of finance and administrative support functions; typically provides direct assistance to the Programme Management Officer of the Unit;
- Maintains liaison with the Unit, ULLG Branch, Office of Management, other relevant Branches within UN-Habitat and UNON units regarding on-going programmes and other administrative matters;
- Assist in budget revisions and review and in putting information in Project Accrual Accounting System (PAAS);
- Assists in the preparation of monthly financial reports and statements;
- Prepares and processes confidential information especially pertaining to project personnel including preparing required documents for classification of posts, completing forms for vacancy announcements, selection memo, interview reports etc.;
- Process payments for consultants, implementing partners and vendors;
- Assist in amending or extending agreements of cooperation with implementing partners;
- Responds or drafts responses to a wide range of correspondence and other communications;
- Carries out quality control function for outgoing documents; proofreads and edits texts for adherence for format, grammar, punctuation and style;
- Maintains files (both paper and electronic) and databases for work unit; and
- Performs other duties as assigned.

COMPETENCIES

- **Professionalism:** Knowledge of general office, finance and administrative support. Knowledge of administrative policies, processes and procedures. 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.

EDUCATION

High School diploma or equivalent, a first level university degree in administration, finance, Human Resources is desirable but not mandatory. Analytical skills are essential to perform the functions.

WORK EXPERIENCE

Experience in general office support or in finance and administrative functions is required

LANGUAGE SKILLS

English and French are the working languages of the United Nations Secretariat. For this position fluency in oral and written English is required. Knowledge of Swahili language is essential. Working knowledge of another UN language is desirable.

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 by email to:

Info.ullg@unhabitat.org

The subject of the email must include ‘ Programme Assistant – GLTN’

Deadline for applications: 27 August 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