

VACANCY ANNOUNCEMENT

*Vacancy No. OoM/07/2014
Issued on: 04 July 2014*

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	Team Assistant
GRADE:	G-4
POST DURATION	Two years renewable
CLOSING DATE:	18 August 2014

BACKGROUND

The United Nations Human Settlements Programme, UN-Habitat, is the UN 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. This post is located in UN-Habitat at the Nairobi duty station.

RESPONSIBILITIES

Reporting to the Financial Management Officer, Finance & Budget Unit, Management and Operations Division and under the direct supervision of the Programme Assistant, the incumbent will perform the following functions:

Administrative support to Budget & Finance unit: Raises documents in IMIS and the UNON Lotus Notes portal, including travel requests, payments, obligations, etc. to support the operations of the office. Assists in monitoring use of allotments issued to offices and branches; and provides support to the team for budget reviews/revisions. Assists in verifying billings for various common services and follows up to settle the billings. Regularly update the ICAO carbon calculator, for travel related data for UN-Habitat; assist with information update and data entry on key organization databases, including the Projects Accrual and Accountability System (PAAS). Maintain records for issued telephone extensions users and raise requisitions to replace/supply new sets based on needs of branches. Maintains files/records and internal databases of the unit; organize and takes minutes of unit meetings; maintains calendar and leave schedules for the unit. Administrative support to offices away from headquarters: Receives, verifies and processes submissions of documents and assists in monitoring use of sub-allotments and projects; compiles monthly expenditure reports for each office. Raises IMIS requisitions/obligations and fax authorizations for offices, reviews requisitions of goods/services and availability of funds prior to approval by the certifying officer. Assists with verifying billings and Inter-office Vouchers (IOVs) for various common services e.g. telephone bills, rent and utilities, travel documents, etc. and reports on discrepancies. Follows up with the relevant offices on settlement of billings and IOVs. Staffing table support: Assists in maintenance and updates staff lists; provides support for staff contract extensions and post management; follows up with appropriate project administrators in response to queries from the Staff Administration Services/UNON. Perform other ad-hoc duties as may be assigned by the supervisor.

COMPETENCIES

Professionalism: Ability to perform a broad range of administrative functions, and apply knowledge of various United Nations administrative, financial and human resource rules and regulations in work situations. Shows pride in work and in achievements. 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: Strong interpersonal and communication skills, both written and oral. Listens to others, correctly interprets messages from others and responds appropriately. Demonstrates openness in sharing information and keeping people informed.

Teamwork: Ability to work in a team setting. Works collaboratively with colleagues to achieve organizational goals. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings. Solicits input by genuinely valuing others' ideas and is willing to learn from others.

Client Orientation: Considers all those to whom services are provided to be clients. Keeps clients informed of progress or setbacks in projects.

QUALIFICATIONS

Education:

Completion of high school diploma or equivalent is required. Supplemental technical training in the field of office management, secretarial training or other related field is desirable.

Work Experience:

A minimum of 4 years of progressively responsible experience in secretarial and general office support or related area in a large organization; experience within the UN Secretariat or other international organization is desirable.

Language:

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

Other Skills:

Proficiency in Microsoft office applications is desirable.

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 ebsite (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 (PHP).
- The PHP should be attached to the application as a PDF file.

All applications should be submitted to:

Ms Nyambura Mburu
UN-Habitat
P.O. Box 30030
00100 Nairobi, Kenya
Email: Nyambura.Mburu@unhabitat.org

Deadline for applications: 18 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