

## **CONSULTANT VACANCY ANNOUNCEMENT**

**Issued on: 29 October 2014**

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	Update of Agreements of Cooperation
DURATION:	2 Months
CLOSING DATE:	04 November 2014

### **BACKGROUND**

As part of the work to implement International Public Sector Accounting Standards (IPSAS) and enhance the management of the organization's agreements of cooperation with implementing partners, UN-Habitat requires a consultant to update its large database of implementing partner agreements and assist in the development of operating procedures to ensure efficient update and management of the agreements.

### **RESPONSIBILITIES**

The consultant will

- a) collect all active agreements of cooperation, all audit reports and monitoring reports related to these agreements
- b) enter all the agreements and related audit reports and monitoring reports into the organization's Project Accrual and Accounting and Accountability System (PAAS)
- c) Verify with Programme Management Officers that the database update is complete
- d) Ensure that all standard templates developed by the Legal Unit are uploaded on the organization's Intranet
- e) Assist with the development of standard operating procedures related to the management of agreements of cooperation
- f) Assist with the development of recommendations to consolidate existing databases on agreements of cooperation to ensure that all information entered in one place

### **OUTPUTS**

The main outputs are:

- a) Updated consolidated database of agreements of cooperation entered in PAAS
- b) Agreement of Cooperation templates entered on UN-Habitat's intranet
- c) Updated standard operating procedures on agreements of cooperation

### **COMPETENCIES (maximum of five)**

**Communication:** Ability to articulate ideas in an effective, clear and concise style orally and in writing is required as well as ability to prepare comprehensive well written and accurate documents and reports;

**Planning and organizing:** The candidate should be able to develop clear goals and plans that are consistent with agreed strategies and uses time efficiently to complete work within agreed timescales.

**Accountability** – takes ownership of all responsibilities and honours commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules

**Technological awareness** – Keeps abreast of available technology; Understands applicability and limitations of technology to the work of the office; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology; Ability to use computer applications including databases and spread sheets an added advantage.

## **EDUCATION**

High school education. Post-secondary school education in accounting or management area, an advantage.

## **WORK EXPERIENCE**

At good progressive work experience in research, review and reporting; experience in application of data processing/analysis software; experience of working in a large international organization, preferably the UN and or comparable organization an advantage

## **LANGUAGE SKILLS**

For this position, strong communication skills, both oral and written in English language is required

## **OTHER SKILLS**

Proven ability to work with multi-disciplinary and multi-national teams.

## **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](http://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. Stephen Macharia

UN-HABITAT

P.O. Box 30030, 00100 Nairobi, Kenya

Email: [Stephen.Macharia@unhabitat.org](mailto:Stephen.Macharia@unhabitat.org)

Fax: + 254 20 76263235

Deadline for applications: 04 November 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](mailto:recruitment@unon.org)*