

CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 7 November 2014

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Madrid, Spain
FUNCTIONAL TITLE:	Consultant for Administrative Support
DURATION:	2 months (22th of December 2014 to 22th of February 2015)
CLOSING DATE:	14 November 2014

BACKGROUND

This post aims to provide administrative support to the UN-Habitat Office in Spain in the development of the operational activities related to project “UN-Habitat Office in Spain Towards a New Urban Agenda”. The project is funded Barcelona City Council and is implemented by the UN-Habitat Office in Spain under the Urban Planning and Design Branch.

Enhanced work on urban planning is strategic to reinforce the convening capacity of the agency at local and national level, and within the UN community, both in developing and in developed countries. Strengthening UN-HABITAT's presence in Spain and its capacity to deliver in key components of its agenda will enable the Agency to support more effectively the national and local authorities in achieving sustainable urban development. The coordinated work of UN-Habitat in Spain with local partners but also with Branches, Units, Regional and Country Offices within UN-Habitat will contribute to the agency to become a more effective platform in raising profile of urbanization challenges to a broader audience that could be transform in increasing contributions and strategic partnerships.

In this way, the purpose of this project is to strengthen this framework of collaboration while empowering partners to exchange experiences and best practices in urban planning and other sustainable urban development issues.

In order to facilitate this exchange UN-Habitat is proposing a series of activities for 2014 that relate to:

- (i) promoting UN-Habitat knowledge management and sharing information initiatives, such as experts groups meetings, training, innovation support and solutions facilitation, on issues related to urban planning and sustainable urban development,
- (ii) providing technical assistance in response to requests from cities and countries to UN-Habitat regarding urban planning and sustainable urban development.
- (iii) raising awareness in regards to effective urban planning and sustainable urban development among governments, local authorities, and other Habitat Agenda Partners by promoting the celebration of institutional events and the dissemination of the UN-Habitat areas of work with the objective of reflecting sustainable urban development approach in national and local debates and strategies influencing resource allocation at all levels.

RESPONSIBILITIES

The consultant will provide administrative support to the activities developed within the framework of the project. Specifically, the consultant will provide support to the development and implementation of the operational activities, also supporting management functions in accordance with the UN and UN-Habitat rules and regulations.

For the terms of this specific project, the incumbent will be under the direct supervision of the UN-Habitat Office in Spain in close collaboration with the Urban Planning and Design Branch. The Ministry of Public Work in Spain that host the UN-Habitat Office in Spain will provide office space in Madrid.

Under the general supervision of the Project Coordinator, the incumbent will undertake the following tasks:

- Support management aspects / project management and related activities, including the provision of adequate human resources, the timely preparation and execution of contracts and cooperative agreements with governments and other partners.
- Support to administrative and logistical arrangements for all meetings and workshops under the project.
- Serve as focal point on issues relating to management with UN-Habitat Headquarters in Nairobi, regional offices and countries of operation and monitor the administrative and financial implications of the project activities.
- Researches, compiles and organizes information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc, and supports the preparation of various brochures, documents and inputs from the UN-Habitat Office in Spain to any publication or report.
- Assists in the preparation of the progress reports, background documents, related documentation as well as presentations and advocacy materials.

DELIVERABLES

The expected outputs/products of the consultancy include:

- Updated record management for all administrative and financial transactions of the project.
- Monthly reports showing financial monitoring of the budget and final report at the end of the consultancy.
- Project-related materials database created and updated.
- Strategy for monitoring project implementation for performance measurement in accordance with guidelines established by the United Nations and the donor.
- Calendar of project and partners events produced, shared and updated on a monthly basis.

COMPETENCIES

Professionalism: Demonstrates professional competence and mastery of subject matter.

Project management: Ability to organize, motivate and control resources, procedures and protocols to achieve specific goals and to optimize the allocation of necessary inputs and integrate them to meet pre-defined objectives.

Planning and organizing: Ability to work under pressure, establish priorities and plan, coordinate own work plan, use time efficiently and apply judgment in the context of competing deadlines.

Team work: Ability to work collaboratively with colleagues to achieve organizational goals.

Accountability: Delivers outputs for which one has responsibility within prescribed time, cost and quality standards.

EDUCATION

- Degree in social sciences, politics, economics, public administration or law.

WORK EXPERIENCE

- 5 years of work experience in programme/project formulation and management and policy advice in the areas of governance and decentralization required.
- Experience working in an international environment, previous experience working with the United Nations System is an asset.
- Experience in organizing seminars, workshops or activities at international level.

LANGUAGE SKILLS

- High level of Spanish and English. Knowledge in other languages will be considered as an asset

OTHER SKILLS

- Professional user level of the Windows Office environment.
- Ability to cope with short deadlines.
- Organization skills and attitude to work with different cultural contexts.

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 to:

Ms. Carmen Sánchez-Miranda

UN-HABITAT Office in Spain

Email: spain@onuhabitat.org

Deadline for applications: 14 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