

Temporary Job Opening (TJO)

TJO Grade level:	GS-7
Functional Title:	Administrative Assistant
Department:	Habitat III Secretariat
Duty Station:	Nairobi
Occupational Group:	Administration
Deadline:	17 th November 2014
Duration:	364 days

Special Notice

This position is a temporary appointment linked to the Habitat III conference. Initial appointment is for 364 days, subject to special extension approval to a maximum of 729 days. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. Staff members are subject to the authority of and assignment by the Secretary-General.

BACKGROUND AND JUSTIFICATION

Habitat III is the United Nations Conference on Housing and Sustainable Urban Development to take place in 2016. In resolution 66/207 and in line with the bi-decennial cycle (1976, 1996 and 2016), the United Nations General Assembly decided to convene, the Habitat III Conference to reinvigorate the global commitment to sustainable urbanization, to focus on the implementation of a "New Urban Agenda", building on the Habitat Agenda of Istanbul in 1996.

Member States of the GA, in resolution 67/216, decided that the objective of the Conference are to secure renewed political commitment for sustainable urban development, assess accomplishments to date, address poverty and identify and address new and emerging challenges. The conference will result in a concise, focused, forward-looking and action-oriented outcome document.

Habitat III will be the first UN global summit after the adoption of the Post-2015 Sustainable Development Agenda and, hopefully, a new climate change agreement. It offers a unique opportunity to discuss the important challenge of how cities, towns and villages are planned and managed, in order to fulfill their role as drivers of sustainable development, and hence shape the implementation of new global development and climate change goals.

DUTIES AND RESPONSABILITIES

Under the direct supervision of the Programme Management Officer of the Habitat III Secretariat, the incumbent will perform the following duties:

Human Resources: Coordinate various actions related to the administration of the Habitat III Secretariat's human resource activities, e.g., recruitment, placement, promotion, relocation, performance appraisal, job classification reviews, separation of staff members, training, ensuring consistency in the application of UN rules and procedures. Liaise with central administration/executive services as required. Oversee the maintenance of vacancy announcement files and keeps track of status of vacancy announcements. Review and process personnel actions through IMIS. Advise staff on visa matters. Provide advice and answer general queries on classification procedures and processes. Provide information and advice to staff/consultants with respect to conditions of service, duties and responsibilities, privileges and entitlements under the Staff Rules and Regulations. Monitor IMIS staffing tables for a variety of human resource activities.

Budget and Finance: Provide expert assistance in the preparation and development of the Habitat III Secretariat's work programme and budget; Assist in monitoring budget/work programme with respect to the Habitat III budget, including the regular budget Habitat III trust fund, as well as programme and project budgets on a regular basis, and suggest reallocations of resources and implements the reallocations as necessary. Collect data from relevant databases and prepare customized financial reports. Provide assistance in the review, and preparation of the medium-term plan and its revisions. Review, analyse and assist in the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements of the Habitat III secretariat and in the field, including programmatic aspects; ensure compliance with all relevant legislative mandates. Assist managers in the elaboration of resource requirements for budget submissions. Monitor budget implementation/expenditures and recommend reallocation of funds as necessary. Review requisitions for goods and services to ensure (a) correct objects of expenditure have been charged, and (b) availability of funds. Monitor extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures. Assist in the preparation of budget performance submissions. Assist in finalization of budget performance reports, analysing variances between approved budgets and actual expenditures.

General Administration: Provide guidance, training and daily supervision to other staff in the area of responsibility. Provide assistance in drafting of host country agreements, budget agreements, or contributions for grants or other activities as appropriate. Identify and resolve diverse issues/problems as they arise, and determine appropriate actions. Coordinate extensively with service units and liaises frequently with internal team members both at Headquarters and in the field. Perform other related administrative duties, as required (e.g., operational travel programme, monitoring accounts and payment to vendors and individual contractors for services, physical space planning and the identification of office technology needs and maintenance of equipment, software and systems, organize and coordinate seminars, conferences and translations).

QUALIFICATIONS AND EXPERIENCE

Competencies

Professionalism: Ability to perform a broad range of administrative functions, e.g. budget/work programme, human resources, database management, etc. Ability to apply

knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. 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.

Planning & 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.

Education

High School diploma or equivalent is required. Supplemental training in administration, human resources, finance /accounting is required.

Work Experience

A minimum of ten years of experience in administrative services, finance, accounting, audit, human resources or related area is required. Proficiency in computer applications relevant to budget and financial management, including special packages and software for database management. Familiarity with Internet applications; proficiency in the use of the Microsoft Office programmes is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

Assessment Method

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary

organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

All applications should be submitted to habitat3secretariat@un.org

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).
- Most recent signed PAS

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

Deadline for applications: **17th November 2014**