

Temporary Job Opening (TJO)

TJO Grade level:	GS-7
Functional Title:	Senior Programme Management 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 Coordinator of Habitat III, the incumbent is responsible for the following duties:

Independently provide full range of programme/project management and implementation assistance at all phases of the programme/project cycle for Habitat III Preparatory Programme implemented by the Habitat III Secretariat, seeking guidance only in exceptional circumstances.

Research, compile, analyse, summarize, and present basic information/data on wide range of programmes/projects and related topics, highlighting noteworthy issues/trends for consideration by appropriate parties.

Track resolutions and other legislative decisions that affect programme/project content and oversee the preparation of the relevant database(s) to ensure the incorporation of programmatic and other changes enacted by legislation.

Review, appraise and revise, as necessary, all submissions for substantive programmes/projects, ensuring compliance with guidelines and programme/project objectives; identify problems/issues, seek clarification from departments, assess reply, and prepare a summary for the manager with suggestions for further action.

Work with funding agencies in arranging financing modalities; obtain requisite clearances; ensure establishment of proper monitoring systems through scheduled reporting, review meetings and missions.

Draft budget and forecast based on submissions; prepare monitoring checklists, identifying stages of programme/project development, funding source, inputs by reviewing internal and external bodies, and follow-up actions required.

Monitor budgetary commitments, including verification of charges and obligation documents in IMIS for all financial transactions; prepare periodic budget revisions and ensure appropriate resource allocations; reconcile accounts with amended budget; evaluate trends of financial implementation and make necessary recommendations to line manager.

Prepare draft inputs for a wide range of documents/reports, briefings/debriefings, correspondence, etc. Serve as focal point for coordination, monitoring and expedition of implementation activities and participate in programme/project evaluation; monitor implementation at all stages to ensure work is proceeding according to established plans, including analysing implementation difficulties and initiating remedial action; liaise with diverse organizational units to initiate requests; prepare standard terms of reference against programme/project objectives, obtains necessary clearances, process and follow-up on administrative actions and resolve issues related to project implementation, e.g. recruitment and appointment of personnel, travel arrangements, organization of and participation in training/study tours, authorization of payments, disbursement of funds, procurement of equipment and services, etc.

Provide secretariat services to committees, ad hoc tasks forces, etc.; draft and circulate agenda notes to members/participants; assemble background documentation; draft minutes of the meeting; monitor follow-up actions, etc.

May undertake travel in support of above activities, e.g. specific administrative, operational/control tasks for programme/project activities.

Establish internal databases; sets up, files, stores and manages data and information relevant to the scope of programme/project activities.

Supervise office support staff, including distribution and review of work assignments, training, and inputs to performance evaluation.

Performs other related duties as assigned.

QUALIFICATIONS AND EXPERIENCE

Competencies

Professionalism: Knowledge of internal policies, processes and procedures generally and in particular those related to programme/project administration, implementation and evaluation, technical cooperation, programming and budgeting. Demonstrated ability to apply judgment in the context of assignments given and discretion, resourcefulness and ability to deal proactively and tactfully with offices throughout the organization. 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 programme or project administration, technical cooperation 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**