

Temporary Job Opening (TJO)

TJO Grade level:	P-4
Functional Title:	Programme Management Officer
Department:	Habitat III Secretariat
Duty Station:	New York
Occupational Group:	Administration
Deadline:	29 th December 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.

BACKGROUND AND JUSTIFICATION

Habitat III is the United Nations Conference on Housing and Sustainable Urban Development to take place in Quito Ecuador 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

Within delegated authority, the Programme Management Officer will be responsible for the following duties:

- Providing operational support, strategic advice and inputs to the Executive Direction of the Habitat III Secretariat as well as other Senior Managers on administrative and procedural issues related to programme/project and budget formulation, implementation, monitoring and reporting; participate in periodic reviews of thematic and geographical priorities of the Habitat III Secretariat.
- Acting as Certifying Officer within delegated authority for designated programmes/projects and ensure effective and efficient utilization of project resources.
- Contributing to identifying and introducing improvements to administrative and financial procedures, systems, and practices in close coordination with the UN-Habitat Office of Management.
- Facilitating the recruitment, procurement and financial requests, and ensuring compliance to policies, guidelines and operating procedures for efficient and effective delivery of programme management services.
- Coordinating with donor representatives, project staff and other partners on financial and administrative matters related to programme/ project initiation and implementation.

- Providing inputs to the drafting of MOU's, Host Country Agreements, contribution agreements, and another agreements as part of operational support provided to Executive direction of the Habitat III Secretariat.
- Contributing to the delivery of results in an effective and efficient manner.
- Performing other duties as required.

Work implies frequent interaction with the following: Counterparts, senior officers and technical staff in relevant Secretariat units and in UN funds, programs and other UN specialized agencies; Representatives and officials in national governments, international organizations, consultants.

Results Expected:

Develops, implements, evaluates, effective management of operational aspects of the Habitat III secretariat; demonstrates timely delivery of outputs in accordance with overall objectives and policies. Effective management of financial resources (regular budget as well as extra budgetary), timely and effective provision of administrative and financial support services accurate monitoring and reporting of financial transactions, well formulated budget proposals and revisions, and consistent application of the UN financial regulations and rules. Plays a lead role in identifying significant issues related to operational aspects of the conference and develops well-reasoned, innovative approaches to deal with these issues. Serves as an effective spokesperson internally and externally and forms strong partnerships with relevant parties.

Competencies:

- **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to financial and project management, in particular general trust funds and regular budget resources. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work
- **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.
- **Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in Business, Public Administration, Management, Finance, or Accounting. A first-level university degree in combination with relevant qualifying experience may be accepted in lieu of the advanced university degree. A professional qualification like CPA or Chartered Accountant would be an advantage.

Experience: A minimum of seven years progressive experience in project or programme management, administration, financial management, or related area.

Other skills: Knowledge of UN Rules and Regulations as well as the UN ERP systems including IMIS and also UMOJA would also be an advantage.

Language: Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official 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 UN 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).
- Internal candidates must provide the two most recent signed ePAS.

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: **29th December 2014**