

## CONSULTANT VACANCY ANNOUNCEMENT

**Issued on: 25 March 2015**

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	Human Resource Administrative Assistant
DURATION:	6 Months
CLOSING DATE:	03 April 2015

### **BACKGROUND**

The United Nations Human Settlements Program, UN-HABITAT, is the United Nations agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. This position is located in the Human Resources Liaison Office, UN-HABITAT. The consultant will be reporting to the Human Resources Liaison Officer.

### **RESPONSIBILITIES**

Under direct supervision of Human Resources Liaison Officer, the consultant will perform the following duties:

- Follows-up on actions related to the administration of the human resource activities, e.g., recruitment, placement, relocation, promotion, performance appraisal, job classification reviews, separation, etc, ensuring consistency in the application of regulations procedures.
- Performs a wide range of office support and administrative functions.
- Responds or drafts responses to routine correspondence and other communications; uses standard word processing package to produce a wide variety of large, complex documents and reports.
- Generates a variety of standard statistical and other reports, work orders, etc., using various databases.
- Proofreads documents and edits texts for accuracy, grammar, punctuation and style, and for adherence to established standards for format.
- Assists in the maintenance of the job Description database by scanning and posting onto the database.
- Reviews, records, distributes and/or processes mail and other documents; follows-up on impending actions.
- Assists in filing
- Performs other duties as assigned.

### **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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**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**

Completion of secondary school education is required. Relevant training related to human resource or administration would be desirable.

### **WORK EXPERIENCE**

At least 3 years of relevant experience in human resource or administrative functions is required. Good computer skills (Microsoft Office Windows Applications) required.

### **LANGUAGE SKILLS**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required.

### **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: Ms. Nyambura Mburu

UN-HABITAT

P.O. Box 30030, 00100 Nairobi, Kenya

Email: [nyambura.mburu@unhabitat.org](mailto:nyambura.mburu@unhabitat.org)

Deadline for applications: 03 April 2015

*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)*