United Nations Human Settlements Programme
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TEMPORARY VACANCY ANNOUNCEMENT

Issued on: 25 March 2015

ORGANIZATIONAL LOCATION:	Nairobi
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	Administrative Officer (Umoja Team Lead)
GRADE:	P-3
POST DURATION	6 months
CLOSING DATE:	02 April 2015

Organizational Setting and Reporting

Umoja is the project approved by the General Assembly resolution 63/262 that aims at the transformation of the United Nations Secretariat by enabling high quality, cost effective service delivery to support the execution of evolving mandates everywhere the organisation operates. Umoja will unite the many support and administrative entities through the Secretariat through re-designed and common processes for the management of all financial, human and physical resources; a single information system; and training of staff.

The United Nations Human Settlements Programme, 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 post is located in the Umoja Nairobi Deployment Coordination Office, comprising of representatives of the three Nairobi based entities (UNON, UNEP and UN-Habitat). Under the direct supervision of the Umoja Coordinator/Accountable Official for UN-Habitat(Senior Programme Management Officer) the incumbent will be responsible for the UN-Habitat's Umoja coordination activities.

RESPONSIBILITIES:
Under the supervision of the Umoja Coordinator, the incumbent will perform the following duties:
1. Works with all units of UN-Habitat, Umoja NY and Cluster 3 entities (UNEP, UNON, OCHA and ESCAP) to ensure a consolidated approach to Umoja deployment.
2. User Access Mapping – works with Umoja NY and Cluster 3 entities to understand roles, workflows and segregation of duties, coordinates with all units to ensure a fully functional user access map.
3. Communication – works with the 3 entities to strategise information dissemination. Provides briefings to Senior Management and all staff. Creates Umoja factsheets/info material for Nairobi Deployment. Updates the Umoja Nairobi and LPE sites on Unite Connections. Creates other sites on United Connections as required.
4. Coordinates Data Collection, Enrichment and Validation exercises for the various functional pillars and data objects.
5. Provides guidance and support to Offices Away from Headquarters. Regional Offices with all aspects of Umoja deployment.
6. Umoja Academy and Testing - works with the Training Coordinator, Site Coordinator and the UNON/SDTU to coordinate Process Experts and Local Process Expert training and capacity building sessions. Coordinates Umoja Academy participants with the Umoja Testing Coordinator with regards to Product Integration Test (PIT) and User Verification Testing (UVT) sessions. Provides support to staff using the HP Application Lifecycle Management (ALM) module.

7. Works with the Umoja Deployment team in New York to ensure successful Mock Data conversions, dress rehearsals and production cutover.
8. Coordinates Ramp up activities - identifies key processes and facilitates the creation of ramp up teams and room.
9. Maps various Umoja workflows - To be processes.
10. Assists with Key Business Decisions that arise from working with new business processes and an Enterprise Resource Planning (ERP) System.
11. Liaise with Umoja Project Management Office (PMO) and perform all functions e.g. Scorecard updates, Deployment list updates etc.

General Administration

1. Oversees work related to procurement, billing and receipt of income from various services, operational travel programme, procurement monitoring and evaluation of vendor contracts/payment to vendors and individual contractors for services.
2. Review adequacy of departmental space requirements.
3. Oversees the identification of office technology needs and maintenance of equipment, software and systems, coordinating enhancements as necessary.
4. Perform other related work as required.
5. Supervises and/or provides guidance on financial administration and management information issues and practices to colleagues.

COMPETENCIES

Professionalism - Knowledge of administrative, budgetary, financial and human resources policies and procedures. Ability to apply various United Nations administrative rules and regulations in work situations . Conceptual analytical and evaluative skills to conduct independent research and analysis. Ability to identify issues, formulate opinions, make conclusions and recommendations. Show 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; show 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.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjust priorities as required; allocate 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.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to lean new technology .

QUALIFICATIONS

Education
Advanced university degree (Master's degree or equivalent) in Business Administration, Public Administration, Finance, Accounting or a related area is required. A first-level University degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimium of 5 (five) years of relevant work experience in Business Administration, Public Administration, Accounting or a related area is required. Knowledge of SAP (ECC, SRM and BI), UN Secretariat rules and regulations and knowledge of UNEP, UNON and UN-Habitat procedures would be considered an asset.

Language

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

Other skills

Advanced knowledge of MS Excel would be considered an advantage.

Assessment Method

Evaluation of qualified candidates for this position may include a substantive assessment which may be followed by a competency-based interview.

All applications should be submitted with subject heading to:

E-mail: Nyambura.Mburu@unhabitat.org

Deadline for applications: 02 April 2015