

## **CONSULTANT VACANCY ANNOUNCEMENT**

**Issued on: 07 April 2015**

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	NAIROBI
FUNCTIONAL TITLE:	SharePoint Application Developer
DURATION:	2 Month
CLOSING DATE:	15/4/2015

### **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. The post is located in the Information and communication Technology Unit (ICT), Office of Management, UNHABITAT.

### **RESPONSIBILITIES**

Under the direct supervision of Head of ICT the SharePoint Application Developer will be responsible for the following duties:

1. Support and assist the system accountant in the development and management of the various IT initiatives within UN-Habitat, including the ERP (Umoja) Implementation using SAP.
2. Coordinate the Integration of SharePoint PAAS Application with the new ERP SAP system.
3. Develops, enhances and maintains financial and budgetary monitoring systems and procedures including the Grant Management Information System and Habitat Budgeting Tool
4. Assist in the identification of habitat user's IT application systems needs and convert the needs into functional and technical specifications in readiness for system implementation and enhancement to existing systems
5. Serves as technical lead in project dealing with the planning, specification, design, development, implementation and maintenance of web based computer applications systems; liaises with users to define and specify requirements; builds, tests and modifies prototype computer application system; performs installation and maintenance of computer application system in user offices
6. Manages application development projects' milestone, deliverables and timelines.
7. Develops system using Microsoft.Net and SQL Server and integrates these applications with Microsoft systems
8. Assist in the organization and conduct training courses and workshop on the usage of IT application systems
9. Provides support for the existing application systems development matters, databases, server applications and operating systems including security and data backup and recovery; performs complex trouble shooting and fixes

### **COMPETENCIES**

**Professionalism:** Knowledge of Relational Database systems, SQL, and relevant programming languages and the ability to use these programming skills to develop information systems. Knowledge of system development workflow and document flow processes, ability to conduct research and gather information from a wide variety of standard and non-standard sources. **Client Orientation:** Attention to organizational needs and user requirements to ensure that finished systems are user, not technology, driven. **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.

## **QUALIFICATIONS**

### **Education**

Completed secondary education or equivalent diploma; relevant post-secondary education is an asset.

### **Work Experience**

At least 5 years of experience with solid knowledge of Web application development preferably in .net and MS SharePoint, Development in SQL and Relational Databases, MS SQL and MS SharePoint Administration and Maintenance. Experience with other web-related development technologies and application maintenance is considered an advantage.

Knowledge and experience in Enterprise Resource Planning Systems (ERP) in general and SAP in particular are highly desirable

### **Language**

Fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

## **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:

Mr. Kamal Naim

UN-HABITAT

P.O. Box 30030, 00100 Nairobi, Kenya

Email: [kamal.naim@unhabitat.org](mailto:kamal.naim@unhabitat.org)

Deadline for applications: 15 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)*