The United Nations Office at Nairobi was established with effect from 1 January 1996 as a successor to the United Nations Common Services Unit at Nairobi and two separate divisions of administration of the United Nations Environment Programme (UNEP) and the United Nations Human Settlements Programme (UN-Habitat). The objective in establishing the Office was to strengthen the United Nations presence in Nairobi and to achieve economies of scale. Under a memorandum of understanding and specific service arrangements with UNEP and UN-Habitat, the Office provides them with a full range of administrative and other support services. Under various agreements with offices of other organizations of the United Nations system located in Nairobi, the Office also administers common support services for those offices. The Office also manages the United Nations facilities in Nairobi. The responsibilities of the Office are set out in the Secretary-General’s bulletin on the organization of the United Nations Office at Nairobi (ST/SGB/2009/3).

UNON is headed by a Director-General, at the Under-Secretary-General level, who serves as the representative of the Secretary-General in Nairobi and performs representation and liaison functions with permanent missions, the host-country and other Governments, and intergovernmental and non-governmental organizations in Nairobi, as well as other organizations of the United Nations system in Kenya.
UNON STRUCTURE
2017 Budgets

Office of the Director-General (ODG)
RB : $2.04m
(Staffing: Table: 7)

Division of Security & Safety Service (DSS)
RB : $13.31m
(Staffing Table: 153)

Division of Administrative Services (DAS)
RB : $35.45m
XB : $43.63m
(Staffing Table: 336)

Division of Conference Services (DCS)
RB : $21.03m
XB : $16.81m
(Staffing Table: 146)

UNIC & Visitor’s Centre
RB : $3.04m
(Staffing Table: 7)

AOJ
UNDT/OSLA/OMB
RB : $7.21m
(Staffing Table: 8)

All Figures 2017 Appropriation
DAS
(Office of the Director)

- Direct and manage all UNON DAS Services
- Guide and oversee provision of Common Services
- Provide leadership and guidance on Change Management

BFMS
- Management of Financial Resources
- Provision of Accounting Services
- Processing of payroll, payments and statements

HRMS
- Recruitment of Staff
- Staff Administration including entitlement processing
- Training
- Medical Services

CSS
- Facilities
- Travel & Shipping
- Host Country
- Commercial Operations
- Provision of Procurement Services

ICTS
- Manages & supports ICT systems and infrastructure - LAN, internet, IP telephony, hardware & software
DIVISION OF ADMINISTRATIVE SERVICES (DAS) FUNDING/GOVERNANCE

CORE XB $8,99m

REGULAR BUDGET $35.45m

COMMON SERVICES XB $34.64m

UNEP & UN-HABITAT LOCAL & GLOBAL (+UNON & SECRETARIAT)

ALL UN AGENCIES, FUNDS & PROGRAMMES in or OPERATING from KENYA

COMMON SERVICES BOARD (Chair RC + HEADS OF AFPs)
Core Services Areas:
- Financial resource management
  - Accounting services
  - Financial statements
  - Payroll processing
- Human resource management
  - Staff recruitment
  - Staff administration including entitlement processing
- Procurement services

Common Services Areas:
- Joint Medical Services (includes UN Cares)
- Staff Stress Management Counselor Service
- Host Country Relations Services
- Diplomatic Pouch Service
- Bus Transportation Service
- After-Office-Hours Shuttle Service
- Information Technology Service
- Emergency Blood Services
- Diplomatic Police Unit
- Common UN SMS Alert System
- Common UN Radio Room
OVERSIGHT AND MANAGEMENT

CORE CLIENTS

- MOUs and Service Level Agreements signed with UN-Habitat and UNEP at Director level.

- Service performance monitored by Key Performance Indicators, drawn from Service Level Agreement Benchmarks.

- Biannual reports to measure performance and identify discrepancies, and propose any business process improvements required.

- Matters requiring higher approval, i.e. budgets and major policies, are referred to the Director-General.

COMMON SERVICES

- All UN Agencies, Funds & Programmes in or Operating from Kenya invited to participate in all levels of governance.

- Working Groups / Sub-Committees are formed of subject experts to deliberate on and make proposals to CSMT.

- CSMT meets monthly – Chaired on an annually rotating basis by CSB approved FPA representative.

- CSB sits twice a year, and as required, to approve recommendations, work-plan and direct as necessary.
## Key Statistics

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>UN-Habitat</th>
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<tbody>
<tr>
<td>Prepared financial statements</td>
<td>$1,897m</td>
<td>$350m</td>
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<tr>
<td>Annual Payments</td>
<td>41,200</td>
<td>12,900</td>
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<tr>
<td>Staff payrolled</td>
<td>2,900</td>
<td>230</td>
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<tr>
<td>Staff administered</td>
<td>2,200</td>
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<tr>
<td>*International staff administered</td>
<td>950</td>
<td>135</td>
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<tr>
<td>Consultancy contracts</td>
<td>650</td>
<td>140</td>
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<tr>
<td>Recruitment</td>
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<td>40</td>
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<tr>
<td>Training</td>
<td>518</td>
<td>35</td>
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<tr>
<td>Travel (ticket processing)</td>
<td>10,100</td>
<td>3,750</td>
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<td>Stores/ stock requisitions</td>
<td>137,300</td>
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<td>Equipment (asset register)</td>
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<td>Procurement actions</td>
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<td>Common Services</td>
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<td>$1m</td>
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<tr>
<td>Rent</td>
<td>$11.5m</td>
<td>$950,000</td>
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</table>
1972 - Nairobi became UN HQ following establishment of UNEP HQ in Nairobi

1975 - Government of Kenya (GOK) donated 100 acres in Gigiri, and original 7 Blocks (A-G) constructed as temporary accommodations for UNEP

1978 - UN-HABITAT established. GOK donated additional 2 plots

1983/1985 - Additional 6 Blocks (M, N, P, R, S, T) and Conference Center built

1992 - Additional 5 Blocks (Q, U, V, W, X) built

1996 - United Nations Office at Nairobi (UNON) created as central administration for UNEP and UN-HABITAT

2008 - New Commissary and CMMF constructed

2009/10 - New Office Facility (Blocks 1-4) constructed
THANK YOU