

**DIRECTOR'S OFFICE, MANAGEMENT, ADVISORY AND COMPLIANCE SERVICE  
TERMS OF REFERENCE  
JUNIOR PROFESSIONAL OFFICER**

**Position:** Junior Professional Officer (Associate Administrative Officer), P2

**Branch:** Management, Advisory and Compliance Service

**Location:** UN – Habitat Headquarters, Nairobi, Kenya

**BACKGROUND AND JUSTIFICATION**

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 communities, towns and cities with the goal of providing adequate shelter for all.

This post is located in the Management, Advisory and Compliance Service (MACS) of UN-Habitat in Nairobi. MACS is responsible to coordinate and provide administrative support for the implementation of UN-Habitat's work programme, either directly or through the engagement of third-party service providers.

**DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS**

Within delegated authority, the Associate Administrative Officer will be responsible for the following duties:

**Human Resource Management**

- Undertakes actions related to the administration of the unit's human resource activities, e.g., recruitment, placement, promotion, performance appraisal, job classification reviews,

separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures.

- Provides information regarding conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations.
- Provides information on unit's staffing needs for inclusion in department's staffing table.

### **Budget and Finance**

- Assist in developing the unit's work program and budget; analyses inputs and formulates resource allocations by work program, or business processes.
- Monitors budget/work program with respect to Headquarters' budget, trust funds and grants, on a regular basis, and reallocates resources as necessary.
- Supports the implementation of procedures and systems for implementing the appropriate financial database.
- Contributes to the development of budgetary guidelines for own unit.

### *General Administration*

- Supervises support staff as required.
- Performs other related administrative duties, as required (e.g., operational travel programme, monitoring accounts and payment to vendors and individual contractors for services, physical space planning and the identification of office technology needs and maintenance of equipment, software and systems).

### **Other duties**

- Coordination and procurement advisory functions
- Monitoring of UN-Habitat's travel compliance with pre-established KPIs

### **Work implies frequent interaction with the following:**

- Staff at large
- Applicants
- Staff within work unit;
- Administrative Officers/Executive Officers in the Secretariat including the field missions
- Counterparts in other UN agencies.

### **Results Expected**

Applies knowledge with respect to the full range of human resource management activities of the Department/Unit. Adheres to applicable UN guidelines, policies and procedures while undertaking these duties.

### **TRAVEL**

The JPO will undertake official missions related to her/his work programme particularly those related to joint consultations with clients.

## **TRAINING AND LEARNING ELEMENTS**

The JPO will have the opportunity to participate in a variety of training courses provided by the Human Resources Management Services (HRMS) of the United Nations Office of Nairobi (UNON) and where possible, external trainers. The courses include language courses in all United Nations languages, computer training, management courses, etc. Within the RMPU team, the JPO will have the opportunity of on-the-job training on subjects such as UMOJA.

## **QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED**

**Education:** Advanced university degree (Master's degree or equivalent) in business or public administration. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Procurement certification such as CIPS would be an asset

**Experience:** For applicants with an advanced university degree (Master's degree or equivalent), a minimum of two years of progressively responsible experience in human resources management, administration or related area. For applicants with a first-level university degree, a minimum of four years of progressively responsible experience in human resources management, administration or related area

Experience in or exposure to change management or business process reengineering would be desirable

Experience analysing large data sets and presenting information to a non-technical audience would be considered an asset

**Language:** English and French are the working languages of the UN Secretariat. For this position, fluency in oral and written English is required. Knowledge of another UN official language is an advantage.

### **Competencies**

- **Professionalism:** Knowledge of human resources policies, practices and procedures and ability to apply them in an organizational setting. Ability to identify issues, formulate opinions,

make conclusions and recommendations. 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.

- **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.
- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

## **SUPERVISION**

This post is located in the Management, Advisory and Compliance Service. The incumbent will report to the Director or the Administrative Officer.