

CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 29 June 2016

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| ORGANIZATIONAL LOCATION: | UN-HABITAT |
| DUTY STATION: | NAIROBI |
| FUNCTIONAL TITLE: | Partners Mobilization Consultant |
| DURATION: | 7 Months |
| CLOSING DATE: | 6 July 2016 |

BACKGROUND

The UN Human Settlements Programme (UN-Habitat) is the United Nations agency responsible for Urbanization and Human settlements mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities. UN-Habitat helps the urban poor by transforming cities into safer and healthier places with better opportunities. It works with organizations at every level, including all spheres of government, civil society, private sector and other Habitat Agenda Partners.

The position is located in the Partners and Inter-Agency Coordination (PIAC) Branch, External Relations Division (ERD). The Branch provides strategic leadership and guidance to all partners; provides an organized framework of engagement with diverse partners; acts as a clearing house for Habitat Agenda Partners to participate in policy dialogues as well as normative and operational programmes, and manages the accreditation process; catalogues, categorizes and maintains a data base of Habitat Agenda Partners. It coordinates UN system-wide work on sustainable urbanization and human settlements development and provides inputs to the Secretary General's reports to the General Assembly. It builds capacity of partners by providing UN-Habitat policy guidelines, programme information and advisory services.

RESPONSIBILITIES

Under the supervision of the Chief of Partners Relations Unit and the Senior Advisor of ERD, the incumbent will perform the following duties:

1. Develop a project document on Global Urban Network initiative and update the project details on the Projects Accrual and Accountability System (PAAS). The project background, implementation strategy, activities, logical framework and budget should adopt the design proposed on the reviewed concept note.
2. Provide content for the development of a Partners Information Management System.
3. Coordinate engagement with key project partners specifically on development of MoUs and agreements of cooperation on implementation of the project and its respective initiatives.
4. Develop Concept notes, and brief communication notes necessary to keep partners informed on scheduled meetings, relevant global and regional milestones, and the work of UN-Habitat.

5. Manage the partners database and responsible for bulk communication sent out to all partners in the database.
6. Develop a two year Inter-Agency Coordination Work plan and support its implementation process in collaboration with the inter-Agency Coordination unit.

COMPETENCIES

- Teamwork: Proven ability to work collaboratively across the organization with colleagues to achieve agreed goals.
- Good communication skills: Speaks and writes clearly and effectively.
- Accountability: Takes ownership of all responsibilities and honours commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards.
- Excellent research skills;

QUALIFICATIONS

Education

Bachelor's degree in economics, development studies, statistics, urban planning, architecture, computer science, social sciences, sociology, law, environmental studies or related fields.

Work Experience

A minimum of 4 years of relevant experience with increasing levels of scope and responsibility. Knowledge and understanding of the UN system, its mandate, mechanisms and processes in general. Previous experience in UN-Habitat's engagement with partners including development partners and other UN agencies is 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.

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) 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. Elizabeth Kahwae

UN-HABITAT

P.O. Box 30030, 00100 Nairobi, Kenya

Email: Elizabeth.kahwae@unhabitat.org

Deadline for applications: **6 July 2016**

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