

## CONSULTANT VACANCY ANNOUNCEMENT

*Issued on: 15 August 2016*

<b>ORGANIZATIONAL LOCATION:</b>	<b>UN-HABITAT</b>
<b>DUTY STATION:</b>	<b>NAIROBI</b>
<b>FUNCTIONAL TITLE:</b>	<b>CONSULTANT DONOR RELATIONS AND INCOME MANAGEMENT</b>
<b>DURATION:</b>	<b>7 MONTHS</b>
<b>CLOSING DATE:</b>	<b>22<sup>nd</sup> August 2016</b>

### **BACKGROUND**

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. As the United Nations focal point on human settlements, UN-Habitat will lead advocacy efforts to raise awareness of sustainable urbanization issues; provide evidence-based policy advice; build capacities; develop tools, norms and standards based on best practices; work on demonstration projects and provide assistance to national Governments, local authorities and other public institutions responsible for urban issues.

The Donor Relations and Income Management unit is responsible for enhancing resources for sustainable urbanization programmes in UN-Habitat. One of the objectives of the unit is to increase the level of resources from governments, local authorities, private sector, foundations, and other donors. The vacancy is located in the Donor Relations and Income Management Unit under Management and Operations Division

### **RESPONSIBILITIES**

Under the direct supervision of the Chief of the Unit, the incumbent's responsibilities include:

1. Compile and review progress reports to be submitted to donors showing financial and substantive performance of programmes they fund, including reports on programme cooperation agreements which cover activities of several branches and/or regions;
2. Keeping track of donor reporting requirements and submission deadlines for each project;
3. Updating information on the donor information system, donor relations and income pages of the Intranet and the donor pages of the public site. This includes financial data on donors, including graphical analysis by donor, region, theme, etc;
4. Timely provision of accurate and current donor briefs for donor consultations and to support staff missions which include discussions with donors;

5. Review of market research reports from UN Volunteers on digital fund raising, global and regional funds, donor mapping, and other resource mobilization topics.
6. Development of standard templates including those donor proposals, donor reports, as well as guidelines on negotiation donor agreements, to streamline and improve the quality of funding proposals, donor reports and the terms of contribution agreements;
7. Maintenance and update of a donor proposal database on different themes and countries, ensuring that the proposals are readily available to donors whose priorities match with those contained in the proposals;
8. Maintenance and update of information on earmarked and non-earmarked income contributions and pledges, including upload of the updated income information on the agency's intranet and donor information system;
9. Preparing income trend analysis as part of the annual report preparation;
10. Assist with the preparation of the unit's annual work plan, and with monitoring and following up on delivery of outputs and results against the plan.
11. Support donor consultations and other meetings of the unit including planning, reporting and logistics.
12. Financial and substantial data validation.
13. User reporting needs collection.

## **COMPETENCIES**

**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.

**Organization and planning** - 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.

**Communication** - Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

## **QUALIFICATIONS**

### **Education**

A degree in Commerce, Social sciences or any related field

### **Work Experience**

At least two years' practical experience in the field of Finance and accounting, with a focus on donor reporting; experience using ERP and other accounting software; financial and accounting experience will be an added advantage.

### **Language**

English and French are the working languages of the United Nations Secretariat. For the posts 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](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:

**Ms. Margaret Mburu**  
**UN-HABITAT**  
**P.O. Box 30030, 00100 Nairobi, Kenya**  
**Email: [nyambura.mburu@unhabitat.org](mailto:nyambura.mburu@unhabitat.org)**

**Deadline for applications: 22 August 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](mailto:recruitment@unon.org)*