

TEMPORARY VACANCY ANNOUNCEMENT

Issued on: 26 July 2016

ORGANIZATIONAL LOCATION:	UN-HABITAT, Regional Office for Africa
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	Program Assistant
GRADE:	G4
POST DURATION	364 days
CLOSING DATE:	6th August 2016

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. This position is located in the Regional Office for Africa, UN-HABITAT. The incumbent will be reporting to the Program Management Officer.

RESPONSIBILITIES

The incumbent will report to and work closely with the Programme Management Officers (PMOs) and Human Settlement Officers (HSOs) in the Regional Office for Africa (ROAf). The Incumbent is expected to assist the PMO in the day-to-day operations related to human resource, financial management, procurement & logistics and general administration.

Under the direct supervision of D.R. Congo Program Management Officer, the incumbent will perform the following duties:

- Assist in initiating the reviews, processes and follows-up actions related to administration of budget and expenditure e.g., preparing cost estimates, budget revisions, create budget allotments in Umoja system.
- Process obligations (commitments) and payments for staff and non-staff related payments for contracts, consultants, events, Implementing Partners, procurements of services and goods, travels, and claims etc., and prepare fax authorization to UNDP offices for services.
- Assist in preparation of financial reports and project delivery reports from Umoja and submit monthly project delivery budget reports to Project Managers and Country Offices.
- Assist in reviewing and preparing submission of petty cash and cash advance expenditure reports from field offices and Implementing Partners to UNON for processing.
- Assist in all actions and follow ups related to human resources activities e.g. recruitment of staff and consultants, update time and attendance records of field staff, performance appraisal reports, preparing and maintaining personnel data, and record keeping of all documents.
- Ensure adherence to requirements/checklists of all documentations submitted for processing prior submission for authorization.
- Assist in preparing and follow up actions regarding organization of events (workshops, training, conference, study tour and etc.). This includes preparing cost estimates, administrative arrangement document, travel arrangement and spreadsheet for distribution of travel expenses to the participants.
- Prepare routine documents and correspondences to respond to enquiries in respect to relevant administrative, financial, procurement and personnel matters.

- Maintain record keeping of electronic and hard documents and ensure the project filing system is up to date; Update the necessary databases for monitoring contracts and payments, budgets and expenditures;
- Assist in administration of Property, Plant and Equipment, where applicable; and perform other duties that are within the incumbent's expertise as assigned by the supervisor.

COMPETENCIES

Professionalism: Ability to perform a broad range of administrative functions, e.g., finance and budget, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. 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.

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.

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.

EDUCATION

Completion of secondary school education is required. Relevant training related to finance, human resource or administration would be desirable.

WORK EXPERIENCE

At least 3 years of relevant experience in financial or administrative functions is required. Good computer skills (Microsoft Office Windows Applications) required. Knowledge of UN financial systems e.g., SAP/Umoja will be an added advantage.

LANGUAGE SKILLS

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of French is desirable.

REMUNERATION

See UN website http://www.un.org/Depts/OHRM/salaries_allowances/index.html

All applications should be submitted via email to:

Ms. Janet Kabatha
UN-Habitat
P.O. Box 30030 00100
Nairobi, Kenya
Email: janet.kabatha@unhabitat.org

OR

Ms. Susan Mburu

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Email: susan.mburu@unhabitat.org

Deadline for applications: 6th August 2016