

## VACANCY ANNOUNCEMENT

*Issued on 7 November 2016*

<b>ORGANIZATIONAL LOCATION:</b>	<b>Regional Office for Africa, Somalia Programme UN-HABITAT</b>
<b>DUTY STATION:</b>	<b>Nairobi</b>
<b>FUNCTIONAL TITLE:</b>	<b>Programme Support Assistant</b>
<b>CONTRACT TYPE:</b>	<b>Individual Contractor</b>
<b>POST DURATION</b>	<b>11 months (with possibility of extension depending on performance and availability of funding)</b>
<b>CLOSING DATE:</b>	<b>14 November 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. The vacancy is located in the Somalia Programme, Regional Office for Africa, UN-HABITAT.

Under the overall guidance and supervision of the Chief Technical Advisor and the direct supervision of the Programme Management Officer (PMO), the Programme Support Assistant will provide support to the management of the Somalia Programme. The duties will include:

#### **1. Financial Management:**

- Assist in review of financial reports of the field offices on cash advance and prepares expenditure report; ensures that the expenditures are in line with the approved budget and procedures; follows up with the field offices on required documentation and follow up with UNON on their liquidation;
- Assist in review of financial reports of the implementing partners and provides feedback/observation to the managers
- Assist in compilation of financial reports of the grants, verifies arithmetic correctness of the statistics
- Raise necessary obligation documents for contracts, travel etc. and prepare both payment and expenditure reports; and follow up
- Assist in follow up of payments to implementing partners and vendors

#### **2. Office Management and Project Management Support:**

- Initiate, process and follow up on actions related to the administration of the Service Contracts of the national staff e.g. recruitment, fund commitments, attendance, leave records, performance appraisal, extension, separation, and ensures consistency in the application of regulations and procedures
- Maintain and update the inventory of the non-expendable items of the field offices and HQs
- Prepare, process and follow up on administrative arrangements and forms related to official travel of staff
- Assist in checking completeness of newly submitted Agreements of Cooperation and all other legal instruments applicable in the implementation of the programme and project activities
- Maintain a database of pass-through grants and Implementing Partners and notify managers if there are any irregularities

#### **3. General Administration and Administrative Duties:**

- Draft correspondence as appropriate to ensure smooth implementation of the activities of the various projects;

- Assist in organization of meetings, seminars, and workshops
- Maintain a complete and systematic filing and archiving system; Complete existing filing system by retrieving and filing of missing documentation (where applicable);
- Undertake any other duties and responsibilities as required

Competencies:

- **Professionalism:** Knowledge of internal policies, processes and procedures generally and in particular those related to programme/project administration, implementation and evaluation, technical cooperation, programming and budgeting. Ability to work well with figures. Demonstrated ability to apply good judgment in the context of assignments given. 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.
- **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.
- **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.
- **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.

**EDUCATION**

Completion of secondary school education is required. Relevant training related to finance and/or administration would be desirable.

**WORK EXPERIENCE**

At least 2 years of relevant experience in finance and administration is required. Good computer skills (Microsoft Office Windows Applications) required.

**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.

**OTHER SKILLS**

Good computer skills and fluency in MS Office package, email programmes and web applications; Conversant knowledge of Umoja a clear advantage; Knowledge of database systems are considered an asset; The candidate must be able to work independently with a high degree of responsibility and with minimal supervision. She/he should be able to produce well Organized, complete, properly formatted and accurate reports and maintain a complete and systematic filing system and archive, should be able to operate in a flexible and cooperative manner and should be able to perform her/his duties often under pressure and according to deadlines. The candidate should demonstrate willingness to learn new technologies. Familiarity with multi-lingual, multi-national working environments would be an asset.

Applications should include:

1. Expression of interest explaining how to deliver on the TOR (2-3 pages)
2. Summary CV (maximum 5 pages), indicating the following information:
  - i. Educational Background (incl. dates)
  - ii. Professional Experience (assignments, tasks, achievements, duration by years/ months)
  - iii. Other Experience and Expertise (e.g. Internships/ voluntary work, etc.)
  - iv. Expertise, relevant publication list and referees
  - v. Expectations regarding monthly remuneration
3. UN Personal History Form (please use the United Nations standard personal history form available upon request or via:  
<http://www.unhabitat.org/content.asp?typeid=24&catid=435&id=3867>)
4. Proof of relevant work (at least two)

All applications should be submitted to:

**UN-Habitat Somalia Programme**  
**P.O. Box 30030, 00100 Nairobi, Kenya**  
**Email: [un-habitat.som@unhabitat.org](mailto:un-habitat.som@unhabitat.org)**

Please be advised that since April 15<sup>th</sup> 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>

Deadline for applications: **14 November 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)*

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