

## VACANCY ANNOUNCEMENT

**Issued on: 18.11.2016**

PROJECT:	Making cities sustainable and resilient
DUTY STATION OF ASSIGNMENT:	Barcelona, Spain
FUNCTIONAL TITLE:	Project Assistant
CONTRACT TYPE:	Individual Contractor Agreement
DURATION:	6 months (with possibility for extension)
CLOSING DATE:	4th December 2016

### BACKGROUND

Fast growing cities and urban areas of the world are engines of growth and wealth accumulation. This growth can have positive social, cultural and educational impacts. On the other hand, evidence demonstrates that fast economic growth, combined with fast population expansion in urban areas, also increases disaster vulnerability and exposure. The level of urbanization is far higher in the developed world; however, the annual 'urbanization rate' is much faster in the developing world. The primary urban agglomerations with the highest concentrations of people and economic activity mostly overlap with the areas of extreme or high risk related to disasters such as coastal areas, along rivers and in flood plains. This joint initiative with UNISDR, UN-Habitat and the European Commission aims at improving understanding of, and capacity to, address disaster risk at the local level in crisis-prone cities. UN-Habitat will focus on supporting local capacities from crisis-prone cities, and humanitarian partners, in measuring their resilience status and have an action plan in order to build resilience.

The action builds on the achievements of the Hyogo Framework for Action – Building the Resilience of Nations 2005-2015, and paves the way toward the implementation of the Sendai Framework for DRR 2015-2030 at the local level. The Action will also contribute to the European Commission's Action Plan for Resilience in Crisis Prone Countries 2013-2020 and The EU Approach to Resilience: Learning from Food Security Crises. The project will work with local government institutions, to plan, coordinate, implement and support

the various outlined activities. The primary and most direct beneficiaries will be local stakeholders, city authorities and civil society. Women, children and other at risk groups, as local level stakeholders, often disproportionately affected by crises situations, will be engaged and receive additional attention.

### MAIN DUTIES AND RESPONSIBILITIES

The general purpose of the assignment is to provide efficient administrative and finance services to the UN-Habitat City Resilience Profiling Programme. Under the overall supervision of the Chief Technical Advisor and the direct supervision of the Programme Management Officer, the incumbent will be responsible for performing the following tasks:

- Assist in establishment and implementation of necessary procedures for the recruitment and contract extensions of staff and consultants, including the preparation of Terms of Reference, advertising of vacancies, checking and verification (for completeness) of all recruitment documentation, schedule interviews and follow up activities.
- Receives, screens and logs correspondence on routine matters; maintain all filing systems Maintaining up-to-date business and financial documentation, in accordance with UN-Habitat and other project reporting requirements; maintain attendance records, leave records and related documents; maintain and review organizational staffing tables.
- Facilitates the preparation and organization of international and national meetings and workshops, including obtaining bids, organizing travel arrangements as required and serves as focal point for all logistical requests during the meetings (with participants and suppliers);

- Support the compilation and organization of information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc., and supports the preparation of brochures and other documents; Assists in the preparation of the progress reports background documents and any related documentation related to the project outcomes. Assist with the development and output of implementation materials, including project documents, guidance materials, templates, technical reports, etc. as required; Supporting the project outreach and PR activities in general, including keeping the project website up to date;
- Facilitates procurement of expendable and nonexpendable items, including getting quotations and tracking deliveries and in maintaining accurate records of subcontracts and payments; maintains records such as purchase orders, receiving and inspection reports, other procurement correspondence, and disposal documentation related to items in the inventory; maintain and update office and field office inventories, carry out annual, bi annual verification; assist in the office management including stock control and provides office suppliers to the staff; Reviews received invoices/bills for payments: utility bills, invoices, for received goods and provided services, travel claims
- Provides logistical and administrative support and perform any other functions and tasks which may be required by the nature of the project's activities and as assigned by the PMO and the CTA.

### COMPETENCIES

**Professionalism:** Ability to perform a broad range of administrative functions; 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. **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 organisational 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 and Organising:** 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. **Client Orientation:** Receptive towards client needs. Ability to identify clients' needs and appropriate solutions; ability to establish and maintain productive partnerships with clients

### EDUCATION

- Completion of secondary education is required. Supplemental courses/training courses in administration, secretarial duties, accounting, finance or statistical methods and procedures are desirable.

### WORK EXPERIENCE

- A minimum of 3 years of experience in administration and finance of which 2 years preferably in the United Nations system.

### LANGUAGE SKILLS

- Fluency in spoken and written English and Spanish is required. Knowledge of other languages (French, Catalan) would be an additional asset.

## OTHER SKILLS

- Ability to work co-operatively with other staff and share experience;
- Ability to work effectively under pressure
- Excellent computer skills in Microsoft Office, spreadsheets and other software packages required.
- Excellent communication skills;

## SPECIAL CONSIDERATIONS

The candidate should be:

- Committed to UN-Habitat's mission, vision and values.
- Familiar with standard government and UN administrative and financial procedures
- Sensitive to gender issues and issues of concern to vulnerable groups
- Willing to take responsibility and make sure tasks are fully completed
- Ability to work effectively and harmoniously within a team of colleagues from varied cultures and professional background.
- Displaying cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Sharing knowledge and experience
- Providing helpful feedback and advice to others in the office

## EVALUATION CRITERIA

Applicants will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants' qualifications, work experience and financial proposal. The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as: responsive/compliant/acceptable having received the highest score out of a pre-determined set of weighted technical (70%) and financial criteria (30%) specific to the solicitation.

CV Review:

- Educational qualifications as defined in the ToR (10 points);
- Work experience as defined in the ToR (15 points).
- Adequacy of competencies for the assignment (15 points)
- Language and other technical skills (10 points)

Interview max points (20 points)

Maximum available technical score points: 70.

Monthly lump-sum is payable upon submission of the time-sheet and monthly report certified by UN-Habitat on delivering on the contract obligations in a satisfactory manner. All consultants are required to comply with the UN security directives set forth under dss.un.org. General Conditions of contract for the services of Individual contractor can be downloaded from:

[http://procurement-notices.undp.org/view\\_file.cfm?doc\\_id=7879](http://procurement-notices.undp.org/view_file.cfm?doc_id=7879)

## HOW TO APPLY

Interested candidates must submit an email quoting the post title and the duty station to the following email address: **office@cityresilience.org**

with the following documents/information to demonstrate their qualifications:

- **Cover letter** explaining why they are the most suitable for the work
- **Completion of a CV in P11 Form** which can be downloaded at <http://mirror.unhabitat.org/content.asp?typeid=24&catid=435&id=3867>
- **Financial Proposal.** The offeror's letter including form for the financial proposal can be downloaded at [http://unhabitat-kosovo.org/repository/docs/Financial\\_proposal\\_PA\\_CRPP\\_229495.doc](http://unhabitat-kosovo.org/repository/docs/Financial_proposal_PA_CRPP_229495.doc)

The CV shall include information on the past experience in similar projects and at least 3 references.

Please 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:**

United Nations Human Settlements Programme (UN-Habitat)

City Resilience Profiling Programme

**Email:** [office@cityresilience.org](mailto:office@cityresilience.org)

**Deadline for applications:** 4 December 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)*

**Evaluation:**

Individual consultants will be evaluated based on the following methodology:

Cumulative Analysis: When using this weighted scoring method, the award of the contract should be made available to the individual consultant whose offer has been evaluated and determined as responsive/compliant/acceptable and having received the highest score out of a set of weighted technical and financial criteria specific to the solicitation. Technical criteria weight: (70%); Financial criteria weight: (30%)