



## **UNITED NATIONS DEPARTMENT OF MANAGEMENT (UNDM) VACANCY NEWSLETTER®**

### **MISSION STATEMENT**

The United Nations Department of Management, UNDM, is the United Nations agency for management. 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.

To assist Member States in ensuring that their governance systems, administrative and financial institutions, human resources and policy development processes function in an effective and participatory manner by fostering dialogue, promoting and sharing information and knowledge, and providing technical and advisory services.

Towns and cities are growing today at unprecedented rates setting the social, political, cultural and environmental trends of the world, both good and bad. In 1950, one-third of the world's people lived in cities. Just 50 years later, this rose to one-half and will continue to grow to two-thirds, or 6 billion people, by 2050. Cities are now home to half of humankind.

Cities are the hubs of much national production and consumption - economic and social processes that generate wealth and opportunity. But they also create disease, crime, pollution, poverty and social unrest. In many cities, especially in developing countries, slum dwellers number more than 50 per cent of the population and have little or no access to shelter, water, and sanitation, education or health services. It is essential that policymakers understand the power of the city as a catalyst for national development. Sustainable urbanization is one of the most pressing challenges facing the global community in the 21st century.

### **OUR WORK**

- **Urban Development and Management**
- **Water Sanitation and Infrastructure**
- **Social Inclusion**
- **Land and Housing**
- **Urban Economy and Financing Shelter**
- **Information and Monitoring**
- **Environment and Climate Change**

- **Risk and Disaster Management**

UNDM's strategic vision looks to knowledge management, settlements financing, and strategic partnerships at the national and local level, from governments.

The following vacant positions currently exist at UNDM. View the attached file for our current job openings.

- **Administrative Officer**
- **Travel Assistant**
- **Deputy Country Representative**
- **Finance Assistant**
- **Humanitarian Land Specialist**
- **Programme Management Officer**
- **Human Settlements Officer**
- **Senior Public Health Officer**

#### 1. **Administrative Officer**

**CLOSING DATE:** 6 Aug 2010

**ORGANIZATIONAL UNIT:** Office of Human Resources Management

**GRADE:** P2-P5

**DUTY STATION:** Bangkok/Nairobi

#### **BACKGROUND**

**Organizational Setting and Reporting Relationships:** This temporary position is in the Monitoring and Research Division at UNDM headquarters in Nairobi. The Associate Administrative Officer will report to the Programme Manager (Opportunities Fund).

#### **RESPONSIBILITIES**

Within delegated authority, the Associate Administrative Officer will be responsible for the following duties:

**Budget and Finance**

**Assists in developing the unit's work programme and budget; analyses inputs and formulates resource allocations by work programme, or business processes.**

**Monitors budget/work programme with respect to Headquarters' budget, trust funds and grants, on a regular basis, and reallocates resources as necessary.**

**Supports the implementation of procedures and systems for implementing the appropriate financial database.**

**Contributes to the development of budgetary guidelines for own unit.**

#### **General Administration**

**May supervise support staff as required.**

**Performs other related administrative duties, as required (e.g., operational travel programme, monitoring accounts and payment to vendors and individual contractors for services, physical space planning and the identification of office technology needs and maintenance of equipment, software and systems).**

#### **COMPETENCIES**

**Professionalism: Knowledge of administrative, budgetary, financial and human resources policies and procedures. Ability to apply various United Nations administrative rules and regulations in work situations. Conceptual analytical and evaluative skills to conduct independent research and analysis. Ability to identify issues, formulate opinions, make conclusions and recommendations. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.**

**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.**

## **QUALIFICATIONS (Education)**

**A first-level university degree in business or public administration, finance, accounting, law or related field.**

## **Work Experience**

**A minimum of two years of progressively responsible experience in administration, finance, accounting, human resources management or related area.**

## **Language**

**Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.**

## **2. Travel Assistant**

**CLOSING DATE: 6 Aug 2010**

**ORGANIZATIONAL UNIT: Office of Central Support Services**

**GRADE: P1 – P4**

**DUTY STATION: Brussels**

## **BACKGROUND**

**United Nations Core Values: Integrity, Professionalism, Respect for Diversity Responsibilities. The post is located in the Travel Analysis and Co-ordination Team (TACT), Travel Unit, under the direct supervision of the Supervisor, TACT and, the overall supervision of the Chief, Travel Unit, Travel and Transportation Section, CAS/OCSS. The Travel Assistant is responsible for the following duties: Examine and pre-audit the official itineraries of staff members and delegations, as stated in the travel authorizations, in order to determine the most direct and economical route in conformity with the UN rules and regulations governing official travel. Maintain records of all travel authorizations processed. Review travel authorization for accuracy and refers discrepancies back to Administrative/Executive Officers for clarification and possible correction. Inform administrative/ executive offices of more efficient and cost effective routings with regard to complex itineraries and, assist them to take advantage of the benefits to be derived from advance purchase or special promotional fares. Investigate complaints regarding travel arrangements received from staff members and/or executive/ administrative offices and report to the Chief of the Unit. Assist in the planning and co-ordination of the travel of the Secretary-General and the Deputy-Secretary-General, and their respective delegations. Liaises with UN contracted travel agency, airline special service representatives, host country immigration and customs officers, to ensure**

**all arrangements are in place. Act as Conference Transportation Officer at UN conferences held at overseas locations. Assist and aid conference support personnel and associated agencies with all travel and transportation related matters.**

### **Competencies**

**Professionalism - Ability to identify, analyze and/or co-ordinate in a professional manner the many different and complex problems that prevail in the airline industry which have a direct bearing on the problems requiring solutions. Good knowledge and understanding of UN rules and regulations related to travel entitlements, travel related processing requirements. Ability to work with figures. Good knowledge of airlines rules and regulations. Knowledge of U.S. Authorities immigration and customs formalities at the metropolitan airports. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.**

**Planning and Organizing – Good aptitude for organizing and planning high volume workload and ability to manage conflicting priorities. Ability to multi-task and remain calm in stressful situations. Ability to demonstrate flexibility as airport duties includes weekends, holidays and late hours at short notice.**

**Communication – Solid communication skills including the ability to draft correspondence and communicate in a clear and concise manner.**

**Commitment to Continuous Learning – Ability to keep abreast with the ongoing advancement of airlines systems and rules and regulations. Teamwork - Excellent interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Demonstrated ability to develop and maintain effective relationships with staff members at all levels of the Organization.**

**Client Orientation – Maintain good working relations and show high level of tact and diplomatic skills with relevant personnel of the Host Country authorities, UN contracted travel agency, airlines and hotels. Demonstrated ability to respond to clients' needs.**

### **QUALIFICATIONS (Education)**

**High School Diploma or equivalent. Coursework/training in airline rules and regulations are required. Must have passed the United Nations Administrative Support Assessment Test (ASAT) in English at New York Headquarters.**

### **Work Experience**

**Several years of experience in airline related areas and administrative services are required. Experience with the methods of calculating air fares is required.**

### **Languages**

**English and French are the working languages of the United Nations Secretariat. For this post, fluency in oral and written English is required. Knowledge of another official UN language is desirable.**

## **Other Skills**

Proficiency in Microsoft applications such as, Word, Excel, and Access is required. Proficiency in airline reservation system i.e. SABRE /AMADEUS/APOLLO/GALILEO is required. The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8).

**English and French are the two working languages of the United Nations Secretariat. The United Nations Secretariat is a non-smoking environment.**

**3. DUTY STATION:** Geneva/Nairobi

**FUNCTIONAL TITLE:** Deputy Country Representative (Deputy CR)

**GRADE:** P-5

**CLOSING DATE:** 6 Aug 2010

**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

## **BACKGROUND**

UNDM, the United Nations agency for human settlements, helps the urban poor by transforming cities into safer, healthier, greener places with better opportunities wherein everyone can live with dignity. It works with organizations at every level, including all spheres of government, civil society and the private sector to help build, manage, plan and finance sustainable urban development.

## **PURPOSE OF THE POST**

The purpose of the post is to assist the Country Representative for the overall management of the Mission Post programme and more specifically be responsible for project implementation, management, preparation of work plans and budgets, monitoring framework and to ensure timely delivery.

## **KEY ROLES AND RESPONSIBILITIES**

In consultation with the Country Representative (CR), the Deputy Country Representative will report to the Director of ROAP through the Senior Human Settlements Officer on a regular basis. For the purpose of evaluating and assessing his/her performance the CR will be primary reporting officer while the Director of ROAP shall be the secondary reporting officer.

Under the direct supervision of the Country Representative, the Deputy CR in Mission Post will be responsible for setting policies, systems and structures that will ensure coherence in management, and monitoring and evaluation of operational activities implemented by UNDM in the country. He or she will have the following responsibilities and duties:

- 1. Responsibility for providing direction and over-all management of UNDM programmes and projects in Mission Post:**

Review progress made, problems encountered and concerns identified for four purposes: (i) to ensure that all projects are achieving their set targets, (ii) to promote synergy across the projects/programmes in terms of lessons learned and maintaining coherence in implementation (especially where projects share a common geographical area), (iii) periodic reporting to Regional Office for Asia and the Pacific (ROAP), and (iv) to further the link between policy formulation and operational activities implemented at the field; With the support of ROAP, institute a common administrative and financial framework for all projects operating under UNDM;

Ensure that performance evaluation system is developed and implemented for international and national staff members;

Manage various projects or initiatives with the support of respective project managers and admin/finance management officers;

Ensure that all projects under direct purview have sound basis to evaluate their progress and achievements during and at the end of the implementation;

Maintain or cause to maintain true and up-to-date financial and progress reports of all projects under purview;

Ensure that the projects under direct purview are progressing as per the design and the work plans and logical frameworks;

Building capacity by supporting national project managers to assume increased responsibilities for project management and delivery, including organising specific training workshops for senior staff on selected topics;

Enabling the Kabul administrative and finance office to respond in a timely and effective way in support of field operations based on a service-oriented attitude;

Identifying opportunities for systemic improvements to management and delivery effectiveness and ensuring the adoption of these across the programme;

Help promote an overall atmosphere of productivity, innovation and teamwork.

**2. Responsible for coordinating all monitoring and evaluation activities across UNDM Mission Post programmes, including:**

Designing and implementing an agency-wide monitoring and evaluation system which is results-based for both rural and urban projects as well as for normative activities such as policy support; Organisation of training on monitoring and evaluation through on-the-job and dedicated trainings to strengthen national staff capacity;

Undertake regular visits to the field to streamline operations, strengthen monitoring systems and practice;

Support the development of databases and contribute to the compilation, analysis and presentation of data as required;

Ensuring the timely production of monthly, quarterly and project completion reports, as well as supporting the production of the overall UNDM Mission Post annual report.

**3. In addition to the above tasks the DCR will be required to provide advisory services to a specific project based on the technical competencies of the incumbent.**

**4. Any other related duties that may be assigned by the Director of ROAP.**

## **COMPETENCIES**

Professionalism: Relevant academic background; Experience in managing multi-disciplinary large scale programmes; demonstrates professional competence and mastery of development issues; belief in core

**principles of people centred development; understanding of core UNDM's values, mandate and vision, and understanding of UN systems.**

**Planning and Organizing: Ability to prepare work-plans and budgets; organizing staff and delegate responsibility; provide oversight and takes responsibility for delegated assignments; experience in preparing log-frames and monitoring according to log-frames.**

**Communication: Ability to listen and respect others ideas; negotiation skills with Governments, communities and donors; confidence in speaking and presentation; people orientation; participatory decision making.**

**Teamwork: Work collaboratively to achieve programme goals; ability to mobilize full potential of staff members; gender awareness and sensitivity; experience in working in multi-cultural environments; respect for diversity.**

**Other skills: Ability to live and work in a stressful environment.**

#### **Education**

**The candidate should have an advance degree in community development, Architecture, Planning Engineering, livelihood, or local governance,**

#### **Work Experience**

**A minimum 10 years of relevant experience in performing similar duties, of which at least 2 years with the UN at the national, regional or international level, preferably obtained through UNDM, or from another UN Agency/field/programme; including at least 3-years of supervisory experience preferably in an international organization.**

#### **Language**

**English and French are the working languages of the UN-Secretariat. For this position fluency in English is required. Knowledge of an additional UN language and/or a local language would be an advantage.**

#### **Computer skills**

**Knowledge of basic computer programmes such as Word, Excel, Power Point, e-mail and internet search functions.**

#### **Other skills**

**Knowledge of UN rules and regulations related to technical cooperation.**

#### **Travel Advice/ Requirements:**

**The Deputy Country Representative shall abide by all UN security instructions. Upon arrival he/she should attend a security briefing provided Division Safety and Security (DSS). The Deputy CR should undertake security training as prescribed by DSS.**

#### **4. Finance Assistant,**



**DEADLINE FOR APPLICATIONS:** 6 Aug 2010

**ORGANIZATIONAL UNIT:** United Nations Human Settlement Programme

**DUTY STATION:** Nairobi /Vienna

**VACANCY ANNOUNCEMENT NUMBER:** 10-FIN-UNDM-423902-R

Appointment against this post is on a local basis. External candidates will be considered only when no suitable internal candidate from the duty station is identified. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. Staff members are subject to the authority of and assignment by the Secretary-General. All staffs are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

### **Responsibilities**

The United Nations Human Settlements Programme, UNDM, is the 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 post is located in the Programme Support Division (PSD), UNDM. Under the direct supervision of the Finance Management Officer, the incumbent will be responsible for the following:

- 1. BUDGETARY FUNCTIONS:** Analyze expenditures and obligations by reviewing monthly allotment reports and ledger accounts; provide inputs for the preparation of the UNDM Core Budgets; prepare budget performance reports by collecting, organizing and summarizing required information for the formulation of the tables and reports; prepare and review financial statements to donors; monitor and record status of UNDM income and resource allocations; monitor approved budget authority and funding documents in Integrated Management Information System (IMIS), ensuring that documents reflect level of available funding; ensure correctly recorded project expenditure, prepare budget revisions and adjust project budgets in consultation with substantive offices; continuous post facto review of approved budgets for process improvements.
- 2. IMIS AND INFORMATION TECHNOLOGY FUNCTIONS:** Administer and maintain the UNDM existing management information database, develop financial and budgetary monitoring system and procedures; create projects in IMIS and assign budget allotment classification codes for UNDM projects;
- 3. RESOURCE MONITORING AND REPORTING:** External and internal liaison related to Technical Cooperation Trust Funds; monitor and follow up receipt of earmarked contributions; provide contribution summaries and status to donor countries; prepare relevant documentation to the Governing Council and Committee of Permanent Representatives; coordinate and provide periodic and ad hoc financial reports on UNDM funds for the Management and external donors; maintain database related to UNDM Foundation and Technical Cooperation Trust Funds contributions, grants and memoranda of agreements; monitor flow and use of Foundation and Technical Cooperation Trust Funds, ensuring management of the funds is in accordance with stipulated terms of reference/agreement of funds, UN policies, regulations and guidelines.

## **Competencies**

**Professionalism:** Knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment. Knowledge, skills and ability to extract, interpret, analyse and format data across the full range of finance and budget functions, including programme development and database management, claims and treasury operations. Ability to identify and resolve data discrepancies and operational problems. Shows pride in work and in achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; remains calm in stressful situations.

**Client Orientation:** Establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems.

**Planning and Organizing:** Identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount to time and resources for completing work; monitors and adjusts plans and actions as necessary.

**Accountability:** Takes ownership of all responsibilities and honour commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

## **QUALIFICATIONS (Education)**

**Completion of secondary school education. Formal training in Management of Information Systems, Finance, Accounting or Statistical methods and procedures.**

## **Work Experience**

**A minimum of seven years of progressive experience in the Management of Information Systems, Budgeting, Finance, Accounting or Audit. Practical experience in IMIS or comparable large-scale financial management information systems is required. Conversant with web-enabled databases. Experience in development, management and maintenance of web sites desirable.**

## **Languages**

**English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in written and oral English is required. Knowledge of a second UN official language is an advantage.**

## **Other Skills**

**Excellent computer skills (Microsoft Office windows, spread sheets) and working knowledge of Integrated Management Information System are required.**

#### **4. Humanitarian Land Specialist (Geneva)**

<b>ORGANIZATIONAL LOCATION:</b>	<b>UNDM, Geneva Liaison and Humanitarian Affairs Office</b>
<b>DUTY STATION:</b>	<b>Geneva, Switzerland</b>
<b>FUNCTIONAL TITLE:</b>	<b>Humanitarian Land Specialist</b>
<b>GRADE:</b>	<b>P-4</b>
<b>CLOSING DATE:</b>	<b>6 Aug 2010</b>

#### **BACKGROUND**

##### **Organizational Setting and Reporting Relationships:**

UNDM, the United Nations agency for human settlements, helps the urban poor by transforming cities into safer, healthier, greener places with better opportunities where everyone can live in dignity. It works with organizations at every level, including all spheres of government, civil society and the private sector to help build, manage, plan and finance sustainable urban development. UNDM is also an agency for human settlements in regard to post conflict and post disaster, particularly in the area of housing, land and property rights. The Secretary General's report to the Security Council on "Protection of Civilians in armed conflicts" calls for systematic attention to Housing, Land and Property (HLP) issues. HLP is also a critical element of other Geneva-based global clusters including emergency shelter, early recovery and water and sanitation. The 2005 Humanitarian Response Review (HRR) report identified shelter, land and property as one of the areas with significant response gaps and accordingly recommended establishing appropriate plans of action to fill confirmed gaps and improve response capacities to make the humanitarian response more predictable and efficient. To ensure appropriate attention to specific protection areas, the Global Protection Cluster set-up five Area of Responsibility (AoRs) groups in 2007, including the AoR Group on HLP.

With the membership of the Inter-Agency Standing Committee (IASC), UNDM is now the Focal Point agency for HLP rights. The chair of IASC HLP Group convenes more than 10 UN agencies, Red Cross Movement and NGOs and seeks to provide predictable and systemic HLP responses at global and national levels, particularly by providing in country support to addressing HLP issues in the field.

This position is located in UNDM's Humanitarian Affairs Office in Geneva and involves close working relationships and frequent interaction with the other 10 UN agencies and NGO partners in the HLP AoR. The Humanitarian Land Specialist will report to the Director of the UNDM Humanitarian and Liaison Office in Geneva.

#### **RESPONSIBILITIES**

Under the overall supervision of the HAO Director, and the technical guidance of the Chiefs of

- (i) The Land, Tenure and Property Administration Section

(ii) **Disaster Post-Conflict Section, the key responsibilities for the post are:**

**Overall Coordination and Representation, advise on HLP policy and operational issues related to humanitarian activities, in consultation with other parts of UNDM; representing UNDM on HLP issues in the Geneva-based humanitarian cluster system, including leading the Protection Cluster Working Group's (PCWG) Housing, Land and Property Sub-Group; preparing inputs on humanitarian and related HLP issues to the UNDM/MTSIP framework; support and facilitate the integration of lessons learned in HLP issues in humanitarian operations into broader policy development and administration by UNDM in its worldwide activities; supervise professional and administrative staff as needed.**

**Normative Activities. With technical guidance from the GLTN secretariat, this will involve coordinating HAO's and collaborating agencies' preparation of policies and guidelines, particularly in areas related to HLP; coordinating the piloting, documentation and updating of normative outputs such as guidelines, quick guides and publications; testing and further development of land tools from the Guidelines on Post Disaster; Quick Guides on Post Conflict and Guidelines on Post Conflict as well as the guidelines on Strategic citywide spatial planning, including contributing to a situational analyses; liaison with international research institutions and academia on humanitarian affairs on HLP issues, policies and practices; preparation of HLP inputs to publications being prepared by other agencies; preparation of training programmes and manuals on HLP issues; maintenance of best practices on HLP issues in field operations for sharing within the IASC system.**

**Operational Activities. This will involve receiving and responding to requests from the field offices or from the Geneva-based clusters for the provision of technical and policy advice on specific HLP issues, particularly those related to humanitarian activities, including short-term joint technical support missions to the field as and when required; coordinating deployments with humanitarian agencies to strengthen HLP response capacity when the need arises; supporting UNDM's field operations on HLP issues and humanitarian operations; supporting regularly the country-based, field clusters on HLP issues through the Geneva HLP Sub-group; preparing and coordinating HLP inputs to the emergency funding mechanisms (Flash Appeals (FA), Central Emergency Relief Fund (CERF), Consolidated Appeals Process (CAP), etc.. planning and participating in field missions (joint IASC missions, UNDM HLP assessment missions, etc) and development of programs to address HLP and other land-based conflicts/disputes with national and UN partners; Provide capacity-building for humanitarian field actors and other stakeholders (national and local authorities, affected populations, etc.) in HLP rights and related issues; development and maintenances of a roster of HLP experts.**

**Advocacy, Monitoring and Reporting. This will involve monitoring HLP issues and activities and the preparation of reports on gaps and opportunities; development of advocacy activities on promoting the HLP agenda within the humanitarian system for donors and partners; Creation and maintenance of a technical website on HLP issues; compilation of periodic reports for the Director on HLP and related issues; reporting to the Global Land Tool Network secretariat as needed and in regard to preparation of reports (donors, Board, MTSIP); provision of inputs to broader humanitarian advocacy and policy development work of UNDM; fund raising for HLP operational and normative activities.**

## **COMPETENCIES**

**Professionalism: Knowledge of wide range of humanitarian assistance, emergency relief and related HLP rights issues. Conceptual and strategic analytical capacity, including ability to analyze and articulate the humanitarian dimension of complex conflict and post-disaster environments. Knowledge of institutional mandates, policies and guidelines pertaining to humanitarian affairs and knowledge of the institutions of**

the UN system. Ability to relate humanitarian affairs issues and perspectives to HLP rights in affected countries/regions. Good analytical and research skills.

**Communication:** Clarity in written and oral communication with the ability to translate complex and technical issues to a range of audiences. Ability to tailor language, tone, style to match the audience. Demonstrates openness in sharing information and keeping people informed. Listens to others and correctly interprets messages from others particularly on sensitive issues. Draft and present persuasive reports on complex issues.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments. Ability to manage a range of activities simultaneously. Adjusts priorities as required. Foresees risks and allows for contingencies when planning. Ability to work under time pressure and in stressful field environments.

**Team work:** Works collaboratively with colleagues to achieve organizational goals. Ability to create a harmonious work environment even in stressful conditions. Values others' ideas. Ability to deal with conflicts. Willingness and ability to work within an inter-agency collaborative approach. Establishes and maintains effective relationships with collaborating partners.

**Client Orientation:** Considers all those to whom services are provided to be clients and seeks to see things from clients' viewpoint. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients' needs, monitors ongoing developments in clients' environments, and keeps clients informed of project progress. Meets timeline for delivery of products and services to clients.

#### **QUALIFICATIONS (Education)**

**Masters in any one of the areas of political science, social science, law, land administration, public administration, urban planning, development, geography.**

**Experience:** Minimum of 7 years of progressively responsible experience in humanitarian affairs, emergency preparedness, crisis/emergency relief, early recovery and reconstruction activities' design and management in multi-cultural and multi-agency contexts. Knowledge and experience with HLP issues in natural disaster and complex emergencies highly desirable particularly experience with HLP assessments, protection instruments and statutory and administrative practices. Knowledge of UN humanitarian policies and international humanitarian conventions highly desirable. Minimum of 5 years experience in land at the country level, with at least 2 at the international level. Knowledge of land tool development, in regard to piloting tools and supporting governments.

#### **Language**

English and French are the working languages of the UN-Secretariat. For this position, fluency in English (both written and oral) is required. Knowledge of French is highly desirable.

**5. Programme Management Officer (PMO), P/3 (Multiple (Mission Post, Kenya, Sri Lanka, Egypt, Haiti, Pakistan, others)**

#### **ORGANIZATIONAL LOCATION:UNDM**

**DUTY STATION:** Multiple (Mission Post, Kenya, Sri Lanka, Egypt, Haiti, Pakistan, others)

**FUNCTIONAL TITLE:** Programme Management Officer (PMO)

**GRADE:** P-3

**CLOSING DATE:** 6 Aug 2010

## **BACKGROUND**

Based in Nairobi, Kenya, UNDM is the lead agency within the United Nations system for cities and human settlements. UNDM's operational activities focus on reducing urban poverty by improving the living environment, making local government more efficient and inclusive, and advocating for the rights of populations to participate in urban development. UNDM's activities contribute to the overall objective of the United Nations system to reduce poverty and promote sustainable development within the context and the challenges of a rapidly urbanizing world. UNDM is currently implementing over 240 programmes in 85 countries.

Within UNDM, the Regional and Technical Cooperation Division is responsible for the promotion of sustainable urban development programme, co-ordination of operational activities in the regions providing expert advice and support to partners in the field of human settlements.

In order to support the Regional and Technical Co-operation projects and programmes execution at the country level, the Programme Management Officer will be assigned to the country where operations are in place, including in post-disaster, post-conflict countries such as Mission Post, Pakistan, Sri Lanka, Haiti, etc.

## **RESPONSIBILITIES**

Under the overall supervision of the respective UNDM Regional Office (Asia and the Pacific, Africa and the Arab States, Latin America and the Caribbean), the guidance of the Country Representatives, and the direct supervision of the senior Programme Management Officer in the Regional and Technical Co-operation Division (PMO-RTCD), the PMO will assist with the timely and efficient delivery of programme management support to the administrative and financial management of the UNDM Programme/project in the respective country where the Programme/Project is implemented.

The project/programmes ongoing or at the hard pipeline negotiation stage involve National Solidarity Programmes, Municipal Support, Housing, Urban Management, Literacy for Community Empowerment, Governance, Development, Reconstruction, Rehabilitation, Development for Peace Building and other areas of UNDM Mandate. Depending on the country the annual budget varies between US\$5 million to over US\$ 45 million. The budget is expected to increase substantially.

For the effective discharge of his/her responsibilities, the PMO will liaise closely with UNDM Headquarters in Nairobi, UNDM Regional Office (Asia and the Pacific – ROAP, Africa and the Arab States – ROAAS, Latin America and the Caribbean ROLAC) and also the relevant sections of the United Nations Office in Nairobi (UNON). He/She will work closely with the Senior PMO.

**Financial and Budgetary Functions:**

**Co-ordination of the management of financial and budgetary resources of the Divisions programmes and projects assigned to her/him in accordance with United Nations and UNDM rules and regulations through the preparation of:**

**Budgetary management, control and monitoring of the projects executed by the programme in accordance with United Nations and UNDM rules and regulations through the preparation of programme/project budgets, mandatory and other budget revisions as required;  
Preparation of budgetary and financial progress reports;  
Manage allotments, pre-encumbrances and obligations documents, certification of funds.**

#### **Procurement Functions:**

**Manages and guides procurement processes for the office and Projects, focusing on achievement of the following results:**

**Timely preparation of procurement plans for the office and projects and monitoring of their implementation liaising with the Regional office (ROAP, ROAAS or ROLAC) and UNON Procurement Unit as required by levels of delegated authority;**

**Managing the entire procurement cycle for procurement of good and services within the delegated authority to the Programme Manager, ensuring proper monitoring and control of procurement processes including organization of RFQ, ITB or RFP, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UN rules and regulation and issuance of Purchase Orders and Contracts;**

**Review and certification of submissions to the Local Contracts Committee (LCC) and UNON Contracts Committee;**

**Development and management of the rosters of local suppliers, elaboration of supplier selection and evaluation, quality and performance measurement mechanisms;**

**Advise CTAs and other Project personnel on the appropriate procurement methods to be followed and work closely with project teams to ensure timely delivery of goods and services according to Procurement Plan.**

#### **Programme Implementation Functions**

**Responsible for programme management/administrative aspects of the country programmes/project components assigned to her/him through:**

**Implementing the required procedures related to the IMIS;**

**Assisting in the preparation of project documents and providing support to substantive officers in this area;**

**Support the management of the Imprest Account;**

**Taking the necessary steps for the recruitment of experts, consultants, extension of contracts and requisition for goods and services;**

**Liaising with regional/project offices and monitoring administrative and financial implications of programme/project activities;**

**Participating in the formulation of policies, guidelines and strategies related to the Programme.**

#### **Management/Administrative functions**

**Assisting the substantive officers in preparing subcontracts, consultant contracts, letters of agreement on inter-agency co-operation with governments and NGO's and monitor their implementation.**

**In liaison with the United Nations Office Nairobi (UNON) and the delegated authority of the UNDM Executive Director, issue and manage subcontracts of goods and services and consultancies as a certifying officer.**

**Support the programme management/administrative aspects of the office and its related activities including timely preparation and implementation of project activities, provision of adequate human resource inputs, equipment and contracts.**

**Arranging for travel of staff members, participants to meetings and consultants Supervision and training of staff as required.**

**Provision of policy advice on managerial and administrative matters in conformity with UN Rules and Regulations.**

**Maintaining liaison and cooperation with UNDM, UNON, UNDP, project staff and other partners on administrative matters.**

#### **Reporting Functions**

**Reviewing and analyzing financial and administrative aspects of the programmes/projects assigned to her/him.**

**Liaising with the Programme Support Division and UNON with regards to financial reporting to Donors. Assisting in the preparation and timely submission of reports on financial/administrative matters. Perform any relevant duty which can be reasonably expected to fall within the competences of the incumbent.**

#### **COMPETENCIES**

**Professionalism: Demonstrates professionalism in all aspects of performance with in-depth knowledge of Finance, Procurement and General Administration and related UN policies, rules and regulations. Proven ability to addressing a variety of audiences to enhance procedures towards technical co-operation project effective implementation.. Proven experience in Technical Co-operation project/programme implementation and ability to work with specialists from various fields leading a constructive process to achieve goals. Identifies strategic financial and/or administrative issues, opportunities and risks.**

**Planning and Organizing: Ability to identify priority assignments and monitor the progress, as well as work independently with a high degree of responsibility and with minimal supervision.**

**Communication: Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify and keeps people informed.**

**Teamwork: Ability to operate in teams and in a flexible manner, familiarity with multi-national and multi-cultural working environments. Demonstrates leadership qualities, builds effective teams focusing on results promoting a learning environment actively building capacity of UNDM personnel in the field. Ability to work in a team and display respect for diversity and adaptability in cultural, gender, religion, nationality and age sensitivity.**

#### **QUALIFICATION (Education)**

**Advanced University degree in Economics/development studies, Management, Business Administration, Accounting, International Affairs, Public Administration, International Law or another field deemed relevant to project management or a first university degree with a relevant combination of professional and academic qualifications.**



## **Work Experience**

**Minimum 5 years of relevant experience in performing similar duties of which at least 2 years with the UN at the national, regional or international level, preferably obtained from a Regional Office of UNDM, UNDP or from another UN Agency/field/programme.**

## **Language**

**English and French are the working languages of the UN Secretariat, for these positions, fluency in English is required. Knowledge of an additional UN language and/or a local language would be an advantage.**

## **Other skills.**

**Knowledge of UN rules and regulations related to technical cooperation. At least 1-year supervisory experience preferably in an international organization. Ability to work with minimum supervision, under pressure and against deadlines in a multi cultural environment. Good computer skills in Windows, Word, Excel and Access 2007.**

<b>7. Human Settlements Officer</b>	<b>(Risk and Security)</b>
<b>DEADLINE FOR APPLICATIONS:</b>	<b>6 Aug 2010</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>United Nations Human Settlement Programme</b>
<b>GRADE:</b>	<b>P-3</b>
<b>DUTY STATION:</b>	<b>Nairobi</b>

**Priority consideration for vacancies at the P3 level will be given to internal candidates and candidates who have passed a competitive examination. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staffs are expected to move periodically to new functions in their careers in accordance with established rules and procedures.**

## **Responsibilities**

**The United Nations Human Settlements Programme, UNDM, is the 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 post is located in the Safer Cities**

Programme Unit within the Urban Governance Section, Urban Development Branch, Global Division and UNDM. Under the direct supervision of the Coordinator, Safer Cities Programme Unit and the general supervision of the Chief, Urban Governance Section, the incumbent will perform the following duties:

**A. Assist in developing concepts, guidelines, policies and strategies for urban crime prevention in line with Medium Term Strategic and Institutional Plan (MTSIP) of UNDM by:**

- i) Contributing to the development part of the conceptual papers on safer cities policy approach and guidelines planned by the Programme**
- ii) Contributing directly to the development of the flagship products of UNDM on issues of urban safety and to mainstream crime prevention in all MTSIP focus areas.**

**B. Contribute to the development of partnerships and joint initiatives with UNDM partners and UN agencies in the field of crime prevention by:**

- i) Contributing to the consultation of and coordination with concerned organization within and outside the UN System to identify common approaches to urban crime prevention**
- ii) Assisting in:**
  - (a) the promotion of networks among cities addressing insecurity in a perspective of social inclusion, poverty reduction and good urban governance**
  - (b) the discussions and negotiations with donors and in general in resource mobilization, including project formulation and reporting**
  - (iii) the development of urban safety position and joint ventures within UNDM and with other partners.**

**C. Contribute to the design, negotiation, implementation and evaluation of capacity building programmes in the fields of the Urban Safety and Cohesion Agenda, in close collaboration with Regional Offices by:**

- i) Assisting in the identification and formulation of operational activities;**
- ii) Contributing to the planning and backstopping concerned activities;**
- iii) Undertaking regular missions to the field to provide technical assistance and to extract lessons as well as link local and global activities.**

**D. Contribute to the dissemination and promotion of safer cities approach, concepts and tools to the international community, local government organizations and other civil society partner organizations by:**

- i) Supporting the identification, collection, analysis and exchange of practices in the safer cities field;**
- ii) Organizing and contributing to workshops, seminars and expert groups meetings with regional offices and partners to promote safer cities norms and tools;**
- iii) Assisting in the development of the communication strategy of the Programme.**

**E. Undertake any other duties within the incumbent's area of competence, which may reasonably be required.**

### **Competencies**

**Professionalism:** Demonstrate understanding of issues relevant for the post, including social urban dynamics and preventive approaches to crime and violence, including most recent trends. Has demonstrated ability to link local and global issues in the field of urban prevention. Understands the mandate of UNDM in this field and the linkages of urban crime and violence with urban development dynamics. Shows pride in work and in achievements; remains calm in stressful situations.

**Teamwork:** Works collaboratively with colleagues from the Branch and other branches. Seeks inputs from team members and encourages a spirit of joint ownership of the Programme accomplishments. Can work with professionals from various educational and cultural backgrounds, understands gender issues related to the post and adopts gender sensitive approach at work.

**Planning and Organizing:** Develops clear work plans and timelines for activities, is able to manage time adequately and work under pressure to achieve concrete results. Is able to identify priorities and assignments and adjust them as required. Foresees risks and allows for contingencies when planning.

**Communication:** Ability to convey messages clearly to a variety of audiences and to adapt communication style accordingly. Is aware of communication imperatives related to teamwork and sensitive to others' needs in terms of information.

### **QUALIFICATIONS (Education)**

**Advanced university degree (Master's degree or equivalent) in social sciences, urban planning, law or criminology. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree**

### **Work Experience**

**A minimum of five years professional experience in the field of crime prevention and/or urban issues, youth policies, or in alternative justice development, of which at least two at international level, with proven experience in developing countries and comprehension of the urban context in developing countries.**

### **Languages**

**English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in written and oral English is required. Considering the global nature of the position and the need for active engagement with regional networks, working knowledge of French or Spanish is highly desirable. Working knowledge of another United Nations official language will be an advantage.**

### **Other Skills**

**Knowledge of computer-based planning, data analysis or modern communication tools (website design) would be an advantage.**

## **8. Senior Public Health Officer**

**ORGANIZATIONAL UNIT:** Office for the Department of Management

**DUTY STATION (OFFICES):** SRI LANKA, BURUNDI AND INDONESIA

**GRADE:** P-3

**CLOSING DATE:** 6 Aug 2010

**The Senior Public Health Officer is a senior position in the office that functions under direct supervision of the UNDM Representative and technical guidance of the concerned Units in UNDM HQs. He/She is expected have an expert knowledge on various aspects of Public health care and management of communicable diseases in large population with minimum hygienic conditions. The specific functions include:**

**1. Direct and coordinate UNDM activities in the health sector - Map activities and gaps by each agency**

- **Conduct negotiations with the Ministry of Health to include Person of Concern (PoCs) in host Government public health services at secondary and tertiary level (already achieved at primary level) - Closely follow up with Implementing Partners to oversee the transition of NGO- provided health services to public health services**
- **Coordinate and participate in assessments: qualitative and quantitative**
- **Coordinate and participate in development and implementation of appropriate monitoring and evaluation activities**
- **Chair the NGO-UNDM medical committee which decides on assistance to medical cases which pass the thresholds as agreed on in the UNDM Health Guidelines**
- **Develop systems to ensure proper and efficient screening for medical resettlement**
- **Develop systems to ensure proper and efficient NGO referral of refugees to secondary and tertiary care facilities**
- **Improve and standardize health information systems**
- **Direct UNDM activities in the mental health sector**
- **Update and disseminate information materials on public health based on standard practices and policies among partners**
- **Ensure that provisions contained in various Memoranda of Understanding between UNDM and other organizations are applied as appropriate**

**2. Undertake needs and resources assessments with Governments and partners in order to prioritise needs and activities in provision of services to refugees and other persons of concern to UNDM.**

- **Review and analysis of relevant project proposals and budgetary submissions presented by UNDM partners within context of UNDM programme cycle**
- **Ensure that project plans and proposals submitted to UNDM for funding adhere to internationally accepted standards and are based on a comprehensive primary health care strategy**
- **Maintain and update contingency plans for potential epidemics, refugee and returnee movements**

**3. Monitor and evaluate country-level health and nutrition programmes against standard UNDM and international indicators to ensure that programmes are evidence-based and implemented in a comprehensive and cost-effective manner.**

- **Active involvement in all aspects of programme monitoring and evaluation with emphasis on checking levels of implementation and impact vis-à-vis resource inputs to measure cost-effectiveness and re-orient the programmes as appropriate**
- **Monitor technical and financial aspects of health programme with emphasis on: - Organisation and use of UNDM's Health Information System**

- Application of standard guidelines and protocols
- Comprehensiveness of health programme.
- Apply various mechanisms and tools to ensure proper monitoring including:
- Regular meetings, in accordance with UNDM programming cycle
- Site visits
- Regular flow of information (reporting)
- Use of Health Sector Monitoring Forms
- Conventional/non-conventional surveys and evaluation studies
- Meeting with health implementing partners
- Providing technical support and guidance to implementing/operational partners where required
- Data analysis and interpretation Support periodic nutrition surveys

**4. Support capacity building initiatives so that refugees and other persons of concern to UNDM and its partners acquire the needed knowledge, skills, and sense of responsibility and ownership of programmes.**

- Support health and nutrition focal points and coordinators to develop training plan, organise and act as resource persons in workshops and training both in-service (formal) and on the job (coaching)
- Share with local and international partners on the ground relevant guidelines and information materials on refugee health including reproductive health, HIV/AIDS and nutrition materials
- Support health focal points and coordinators to promote establishment of Refugee Health and Nutrition Committees to enable their active participation in process of health and nutrition planning, implementation, monitoring and evaluation

**5. Advocate, inform, and communicate amongst stakeholders to ensure that refugee health and nutrition issues are on the national and international agenda and that the health and nutritional needs and status of refugees and other persons of concern to UNDM are appropriately documented and disseminated**

**6. Any other responsibilities/functions deemed necessary or as delegated by the UNDM**

**Representative/Chief of Section in order to meet the level of the services in the organization. Academic: Advanced university degree (Post graduate level) in Medical science or Public Health or Epidemiology with focus on Reproductive health and HIV/AIDS related communicable diseases. Experience: Minimum of 6 years progressively responsible functions in HIV/AIDS and Public Health or Reproductive health in tropical countries dealing with development of comprehensive public health care programmes. Of the 6 years, at least 4 years of experience should be in an international humanitarian organization dealing with HIV/Public health in large scale emergencies or displaced/refugee situations. Specific and proven skills and training in the areas of HIV and AIDS and Public health, including reproductive health. Demonstrated ability to organise and conduct training activities, seminars and mass information campaigns for the benefit of Implementing Partners and relevant government agencies. Applied knowledge in UNDM programme management, project formulation and monitoring as per UNDM established Programme Cycle. Proven ability to deal with multiple tasks in a courteous and service oriented manner in a demanding working condition that often has short deadlines.**

**Skills: Ability towards analytical and creative thinking for rapid solutions. Good communicator with strong interpersonal and negotiations skills to deal with persons of various cultural and educational backgrounds. Strive to live up to high ethical and professional standards. A team player with service oriented attitudes. High IT affinity is essential with skills in PowerPoint, excel, data analysis and statistical soft-ware.**

**Languages**

Excellent knowledge of English (written/oral/comprehension) is essential. Working knowledge of another UN language, preferably Arabic. Advanced drafting skills in English.  
- Experience, advance training, balance and combined knowledge in diferent subjects: HIV and AIDS, Public Health, Reproductive health , Epidemiology and Tropical medicine.

### **Salary Scale**

Kindly find below the salary range for the various Levels;

**P1: \$70,533.00 - \$85,114.00**

**P2: \$86,908.00 - \$95,978.00**

**P3: \$99,546.00 - \$110,716.00**

**P4: \$115,982.00 - \$130,426.00**

**P5: \$135,690.00 - \$145,257.00**

**D1: \$150,609.00 - \$165,602.00**

**D2: \$170,112.00 - \$190,974.00**

### **General Requirements /Selections**

The following information should be noted while sending your application

- Indicate the job position and code in the subject of your email message
- Include your motivation/cover note in the email message
- All attachments should be named properly.

All interested applicants from any part of the world should send their applications to; The Recruitment Officer

Email: [jobs@undm-un.org](mailto:jobs@undm-un.org)

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS**