



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
P.O. Box 30030, Nairobi 00100, Kenya
unhabitat-info@un.org | www.unhabitat.org

FOR A BETTER URBAN FUTURE

**MANAGEMENT ADVISORY AND COMPLIANCE SERVICE
TERMS OF REFERENCE
JUNIOR PROFESSIONAL OFFICER**

Position: Junior Professional Officer (Associate Human Resources Officer), P2

Section: Human Resources and Training Unit

Location: UN – Habitat Headquarters, Nairobi, Kenya

BACKGROUND AND JUSTIFICATION

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 communities, towns and cities with the goal of providing adequate shelter for all.

DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS

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

General duties

- Provides advice and support to managers and staff on human resources related matters.
- Keeps abreast of developments in various areas of human resources.

Recruitment and placement

- Coordinates with client offices in identifying upcoming vacancies.
- Prepares vacancy announcements, reviews applications, and provides a short-list to clients' offices.
- Reviews recommendation on the selection of candidate by client offices.
- Prepares and presents cases to appointment and promotion bodies.
- Serves as ex-officio in examinations boards.
- Monitors the work of the Human Resources Assistants in carrying out all human resources administrative transactions.
- Supervises the maintenance of the human resources filing system.

Administration of entitlements

- Provides advice on interpretation and application of policies, regulations and rules.
- Reviews and provides advice on exceptions to policies, regulations and rules.



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Staff development and career support training

- Identifies and analyzes staff development and career support needs and designs programmes to meet identified needs.
- Provides induction orientation and briefing to new staff members.

Other duties

- Prepares classification analysis of jobs in Professional and General Service and related categories.
- Provides guidance to programme managers on the application of classification policies and procedures and by undertaking whole office review.
- Work implies frequent interaction with the following:
 - Staff at large
 - Applicants
 - Staff within work unit;
- Human Resources Officers/Administrative Officers/Executive Officers in the Secretariat including the field missions
- Counterparts in other UN agencies.

Results Expected

Applies knowledge with respect to the full range of human resource management activities of the Department/Unit. Adheres to applicable UN guidelines, policies and procedures while undertaking these duties.

TRAVEL

The JPO will undertake official missions related to her/his work programme particularly those related to joint consultations with clients.

TRAINING AND LEARNING ELEMENTS

The JPO will have the opportunity to participate in a variety of training courses provided by the Human Resources Management Services (HRMS) of the United Nations Office of Nairobi (UNON) and where possible, external trainers. The courses include language courses in all United Nations languages, computer training, management courses, etc. Within the RMPU team, the JPO will have the opportunity of on-the-job training on subjects such as UMOJA.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

Education: Advanced university degree (Master's degree or equivalent) in human resources management, business or public administration, social sciences, education or related



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field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: For applicants with an advanced university degree (Master's degree or equivalent), a minimum of two years of progressively responsible experience in human resources management, administration or related area. For applicants with a first-level university degree, a minimum of four years of progressively responsible experience in human resources management, administration or related area

Language: English and French are the working languages of the UN Secretariat. For this position, fluency in oral and written English is required. Knowledge of another UN official language is an advantage.

Competencies

- **Professionalism:** Knowledge of human resources policies, practices and procedures and ability to apply them in an organizational setting. 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.
- **Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards;



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operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; 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; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

SUPERVISION

This post is in the Human Resources Unit, Management Advisory and Compliance Service, UN Habitat at the Nairobi Duty Station. The JPO will be under the direct supervision of the Chief, Human Resources and Training Unit.