

UN-Habitat Regional Office for Asia and Pacific (ROAP) based in Fukuoka, Japan, is looking for a suitable candidate for the position of Project Management Assistant (PMA) to fulfil the terms of reference as specified below:

Terms of Reference

Post:	Project Management Assistant, ROAP (Ref: JD/ROAP/PMA/19-01)
Duty Station:	Regional Office for Asia and Pacific, Fukuoka
Duration:	6 months,
Starting date:	16 December 2019
VA posting date:	21 August 2019
Applications closing date:	15 September 2019

Background

The United Nations Human Settlements Programme (UN-Habitat) is the agency for human settlements mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. UN-HABITAT helps the urban poor by transforming cities into safer, healthier, greener places with better opportunities where everyone can live in 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.

Whilst the primary responsibility for the implementation and follow up of the Habitat Agenda and Sustainable Development Goal rests with individual governments and their national and local partners, ROAP-Fukuoka provides support to their efforts through assistance in the aspects of human settlement development combining operational activities (responding to government requests to develop and technically support innovative projects and programmes), as well as normative activities (advocating increased support to the urban sector, as well as documenting and sharing good practices for policy guidance, and campaigning for Sustainable Urbanisation). Technical cooperation projects coordinated by the UN-Habitat ROAP are geographically spread in the Asia and Pacific region, and span the entire spectrum of urbanisation and shelter development issues ranging from rehabilitation of urban settlements, post-disaster shelter and reconstruction work, strengthening of housing finance institutions, poverty alleviation, urban management, community water supply and sanitation, city development strategies, promotion of urban-rural linkages and environmental improvement of cities.

For most parts, UN-Habitat ROAP implements country projects through its country offices. In 2019, UN-Habitat ROAP is operating over 60 projects in 16 countries including Afghanistan, China, Indonesia, Mongolia, Myanmar, Nepal, Pakistan, Pacific countries, Philippines, Sri Lanka, Vietnam as well as other global and regional-based projects, with over USD80 million budget. All project implementation is overseen by 8 international professional, assisted by 12 local staff based in Fukuoka with round 1,000 personnel in various aspects of field operations.

Description of Tasks

The Project Management Assistant (PMA) works under the direct guidance and supervision of the Programme Management Officers within the Programme Management Unit. The core functions of PMU are to assist the management of the Office and Human Settlements Officers (HSO)/substantive officers in terms of financial and accounting management, and other administration-related matters relevant to the project implementation in the countries. The core tasks of PMA are to assist PMOs particularly in processing of financial requests and accounting in close liaison with the HSO in the course of his/her work.

Specifically, the duties of the Project Management Assistant include;

1. On assigned projects and specific assignments, assist the PMOs in reviewing relevant documents, processing claims and payments, updating grant database, compiling financial reports/statements, reviewing and following-up on actions related to the project management and administration processes, and ensuring year-end account closure of projects in a timely manner, etc.
2. Liaise with the HSOs and/or Project Assistants under respective HSOs in ensuring proper administration processes per relevant UN rules, procedures and guidelines for processing and recording, prior to submission to PMOs for necessary actions. Guidance will be provided on necessary UN rules and regulations.
3. Utilize the UN-Habitat/UN online enterprise resource planning (ERP) processing system namely UN Secretariat Umoja system for processing the above specific PMU matters. On the job training will be provided as appropriate on the use of these online systems. Also maintain, update and retrieve common administration and finance data and information related to the office work and projects.
4. Assist the PMO in undertaking the focal point function for initiating and maintaining the UN-Habitat/UN online processing systems through constant contact with relevant IT sections of the relevant UN offices. Technical support and IT-related training will be provided as appropriate.
5. Undertakes any other duties and responsibilities, which can reasonably be expected to help maximize the efficiency and effectiveness of operational activities and any other duties related to the day-to-day functioning for the office.

Competencies:

- **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 and format to match counterparts; demonstrates openness in conveying information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; 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.
- **Accountability:** Ensure clear understanding of tasks; delivers outputs within prescribed time and ensure quality and accuracy as per instruction of PMOs; takes ownership of assignments and honours commitments; and ensures compliance with organizational regulations and rules.
- **Planning & Organizing:** Identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time for completing the assigned tasks; adjusts plans and actions as necessary in consultation with PMOs; uses time efficiently.

Required Qualifications

- Education:** A University degree in Finance, Management, Business Administration, Development Administration or other relevant field of studies with demonstrated background in administration and finance. Certificates in IT are an added advantage.
- Experience:** Minimum 2 years of experience in administrative services such as finance and accounting, audit, human resources or related area, preferably with an International Organization. Basic knowledge and skills on MS Office Windows, Word, Excel, etc. is pre-requisite. Experience in corporate/organizational management systems is an added advantage.
- Language:** For the post advertised, fluency in oral and written English is required and proficiency in Japanese languages is a pre-requisite. Knowledge of other official United Nations language is an advantage.
- Other:** Flexibility to work under pressure against deadlines, ability to work efficiently in a multi-national team, team-player, dependable, punctual, diligent and have a pleasant personality

Submission of Applications

The application comprises of:

- 1) cover letter
- 2) a completed UN Personal History Form (P11), and
- 3) reference checks (including employment history and educational records)

Please download the P-11 form (MS-Word) from UN-HABITAT ROAP web site
http://www.fukuoka.unhabitat.org/vacancy/index_en.htm.

Interested Candidates shall submit their applications by the deadline **15 September 2019**

Applications should be sent with subject heading "**Applications to UN-Habitat ROAP PMA post (Ref: JD/ROAP/PMA/196-01)**" to:

UN-Habitat Regional Office for Asia and the Pacific
ACROS Fukuoka, 8th Floor
1-1-1 Tenjin Chuo-ku, Fukuoka 810-0001 Japan
habitat.fukuoka@un.org

Please note that applications received after the closing date stated above will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for interview. The fee will be determined in accordance with the established fee structure and TOR requirements. Details and conditions of the contract will be communicated at the interview.

For non-Japanese applicants, please note that UN-Habitat is not in a position to support in obtaining a work permit for this position. Residence/work permit is therefore a prerequisite.

In line with UN-HABITAT policy on gender equity, applications from female candidates are particularly encouraged.