

Posting Title : ASSISTANT ADMINISTRATIVE OFFICER, NOA
Job Code Title : ASSISTANT ADMINISTRATIVE OFFICER
Department/ Office : United Nations Human Settlements Programme
Location : BEIJING
Posting Period : 22 July 2022-20 August 2022
Job Opening number : 22-ADM-UN-HABITAT-186338-R-BEIJING (E)
Staffing Exercise : N/A

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

Org. Setting and Reporting

The United Nations Human Settlements Programme (UN-Habitat) is the agency for human settlements mandated by the United Nations General Assembly to promote socially and environmentally sustainable towns and cities. UN-Habitat helps the urban poor by transforming cities into safer and healthier places with better opportunities. It works with organizations at every level, including all spheres of government, civil society, and the private sector.

UN-Habitat was established in 1978 and headquartered in Nairobi, Kenya, is promoting socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. UN-Habitat is the coordinating agency within the United Nations System for human settlement and in collaboration with governments in the implementation of the Sustainable Development Goals (SDGs), Goal 11 of "Making cities and human settlements inclusive, safe, resilient and sustainable", as well as the focal point for the monitoring, evaluation and implementation of the New Urban Agenda adopted during the United Nations Conference on Housing and Sustainable Urban Development (Habitat III), in Quito, Ecuador, 2016.

UN-Habitat's Strategic Plan 2020-2023 adopts an integrated approach to solving the challenges and opportunities of twenty-first century cities and other human settlements. The Plan includes four Domains of Change that guide all activities of the organization: 1) Reduced spatial inequality and poverty in communities across the urban-rural continuum; 2) Enhanced shared prosperity of cities and regions; 3) Strengthened climate action and improved urban environment; and 4) Effective urban crisis prevention and response.

UN-Habitat appointed the UN-Habitat Programme Manager (HPM) for China in 2009, who manages the UN-Habitat China's office in Beijing under the supervision of UN-Habitat's

Regional Office for Asia and the Pacific. The Ministry of Housing and Urban & Rural Development (MoHURD) is the focal point of UN-Habitat in China. UN-Habitat also collaborates with the Ministry of National Resources and the National Development and Reform Commission.

UN-Habitat has also programmatic collaboration with a number of municipal governments, including Wuhan City, Xuzhou City, Chengdu City, Shanghai City and Shenzhen City. UN-Habitat also reaches out to research and academic institutions in China, as well as to the Chinese private sectors.

UN-Habitat China oversees various technical cooperation initiatives in China, such as People Oriented Urban Public Space Programme, the Sustainable Urban Planning Programme for China, the UN-Habitat China Future Cities Council Programme, the Cities Prosperity Initiative. It also engages on themes such as rural revitalization, green growth and south-south collaboration.

This position is located at UN-Habitat China Project office under Regional Office for Asia and the Pacific (ROAP). The Administration Officer reports directly to the UN-Habitat Programme Manager and works in close coordination and consultation with the Programme Management Officer (PMO) in UN-Habitat ROAP to perform the following functions:

Responsibilities

Human Resource Management:

- Effectively coordinates and advises on actions relative to the administration of human resource activities, e.g., recruitment, placement, promotion, performance appraisal, job classification reviews, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures.
- Supports programme managers with relevant information and advice on conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations.
- Supports other personnel recruitment in the office, including in relation to consultants, interns and volunteers.

Budget and Finance:

- Supports the preparation and implementation of the work programme, ensuring that financial resources are utilized to implement activities in accordance with the Programme Budget and allotments issued.
- Obtains guidance on financial administration and management information issues and practices, in support to programmatic teams.
- Monitors and assists the review of the work programme and budget, of actual work versus the programme plan. Tracks and supports the coordination of programme reports production.
- Implement procedures to ensure that accounting and financial management controls are

consistent with UN policy and practice.

- Tracks requirements and expenditures, to ensure cost effective utilization of program resources.

General Administration:

- Develops and maintains good working relationships with internal and external service providers including UNDP, UNON and other Headquarters units.
- Maps office technology needs, updates procurement plans in line with corporate plans, and coordinates maintenance of equipment, software and systems, coordinating enhancements as necessary.
- Oversees work related to procurement, billing and receipt of income from various services, operational travel programme, procurement monitoring and evaluation of vendor contracts/payment to vendors and individual contractors for services.
- Reviews adequacy of departmental space requirements.

Programme Planning and General Programme Implementation:

- Supports planning and general programme implementation tasks for projects in the country programme, especially in relation to the planning and hosting of meetings, workshops, EGMs, conferences and special high-level events, and assists in overseeing staff, consultants and interns with relevant tasks.
- Supports the Habitat Programme Manager in frequently liaising with donors and partners, including Government entities at national, provincial and local level to ensure adequate programme development and work planning of projects in implementation.
- Performs other related work as required.

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.
- **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

Advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting, law or related area is required. A first-level university degree in combination with two (2) additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Job Specific Qualifications

Work Experience

A minimum of two (2) years of progressively responsible experience in administration, finance, accounting, human resources management or related field is required.

Experience with UN budget preparation, Monitoring and Reporting is desirable.

Experience in organization of workshops, seminars and other meetings is desirable.

Knowledge and experience in Human Resources Management and Administrative policies is desirable.

Languages

English and French are the working languages of the UN Secretariat. For this position, fluency in English (both oral and written) is required; Fluency in Chinese (Mandarin) is also

required. Knowledge of another UN official language is desirable.

NOTE: "Fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and " Knowledge of" equals a rating of " confident" in two of the four areas.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

This is a project funded post. The initial appointment is for a period of one year. Extension of appointment is subject to satisfactory performance and availability of funds.

THIS POSITION IS OPEN TO NATIONALS OF CHINA ONLY. National Professional Officer category shall be of the nationality of the country where this position is located and will be recruited in the country or within commuting distance of the office. If no suitable local candidate is identified, Chinese nationals residing elsewhere may be considered, in which case the candidate would be responsible for any costs related to traveling and relocating to China in the event of an employment offer.

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

Internal Applicants : When completing the form, ensure ALL fields, ALL professional experience and contact information are completed and up to date. This information is the basis for the hiring manager to assess your eligibility and suitability for the position and to contact you. " The expression "Internal candidates", shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and

organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect.

The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. On-line applications will be acknowledged where an email address has been provided. If you do not receive an e-mail acknowledgement within 24 hours of submission your application may not have been received. In such cases, please resubmit the application, if necessary. If the problem persists, please seek technical assistance through the Inspira "Need Help?" link.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally

recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.