

TERMS OF REFERENCE

Issued: 9 September 2020

Position Information	
Job Title:	Administration and Accounts Officer
Duty station	Home-based in Islamabad, Pakistan
Supervisors:	Human Settlements Officer, UN-Habitat ROAP
Contract type:	UNOPS Local Individual Contractor Agreement (LICA)
Duration:	3 months, October – December 2020
Payment:	Monthly
Note:	Recruitment process is subject to final approval from UN-Habitat Head Quarters.

A. Organizational Context
<p>The United Nations Human Settlements Programme (UN-Habitat) 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. UN-Habitat has been a partner with the number of ministries at national and provincial level, development partners, civil society organizations and academia.</p> <p>UN-Habitat Pakistan Country Programme Pakistan, 2018-2022 lays down the roadmap for achieving the New Urban Agenda focusing on right to adequate housing, universal access to safe and affordable drinking water and sanitation and other basic services, sustainable economic growth, building resilience and protection and conservation of natural habitat as well as Sustainable Development Goals (SDGs) particularly SDG11 aiming to make cities and human settlements inclusive, safe, resilient, and sustainable. The Country Programme is aligned with the Pakistan United Nations Sustainable Development Framework (UNSDF) One UN Programme (OP-III).</p> <p>UN-Habitat provides a cross-cutting approach for reducing vulnerabilities and risks before and after the disasters. The organization’s approach to disaster risk management/disaster risk reduction, reconstruction and recovery is based on its long-standing experience in working closely with the communities, provincial and local authorities to meet their needs for land, shelter, basic services, secure tenure and infrastructure while simultaneously addressing the longer-term development needs and advocating on policy interventions.</p> <p>UN-Habitat in collaboration with Ministry of Climate Change started a project, to enhance community, local and national-level urban climate change resilience to water scarcity, caused by floods and droughts in Rawalpindi and Nowshera cities which aims to enhance the capacity of households in selected areas of Rawalpindi and Nowshera, to construct, operate and replicate flood resilient water harvesting facilities; besides, engaging the City & District authorities to develop the rain water harvesting facilities on public buildings and flood water storages in public gardens and also to develop spatial strategies to manage city-level developments considering climate change risks and impacts caused by floods and droughts.</p> <p>In the Disaster Risk Reduction (DRR)/Disaster Risk Management (DRM) and building climate change resilience, UN-Habitat has started a project to promote disaster resilient school infrastructure in KP Province.</p>

B. Duties and Responsibilities
<p>Under the direct supervision of the Habitat Programme Manager (HPM) in Pakistan and overall supervision of the Human Settlements Officer (HSO) in the Regional Office for Asia and the Pacific (ROAP), the incumbent will have the following duties and responsibilities:</p> <ul style="list-style-type: none"> ▪ Perform administrative and financial functions as per user rights and access in UN-Habitat’s ERP system

(Umoja).

- Ensure effective and accurate financial resource management, in accordance with the UN and UN-Habitat's rules and regulations.
- Preparation of draft programme and project budgets, including mandatory and other budget revisions as required.
- Undertake proper planning, expenditure tracking and audit of financial resources.
- Preparation of monthly cash flow plan in close coordination with Pakistan house bank for smooth disbursement of expenditures.
- Prepare administrative documents for projects including travel request, procurement request, HR planning for UNOPS, etc., based on the guidance from HPM and HSO.
- Monitor and review documents with regard to utilization of provincial and field budget and provide backstopping support as required.
- Verify field financial reports and ensure that expenditures are in line with the UN and UN-Habitat's financial rules and regulations and are accompanied by appropriate supporting documents.
- Monitor and reconcile accounts payable and receivables.
- Monitor expenditures and compare with approved budget; prepare adjustments as necessary.
- Review requisitions for goods and services to ensure (a) correct objects of expenditure have been charged, and (b) availability of funds (cash).
- Keep track of financial authorization expenditures and their off-setting (IOVs)
- Draft correspondences in response to enquiries in respect of relevant financial and budget matters.
- Management of petty cash accounts/operational funds.
- Raise commitment, budget revision, disbursement vouchers etc. in ERP.
- Ensure adherence to UN and UN-Habitat's operational policies, procedures and standards of conduct.
- Perform any other tasks as assigned by the supervisor.

C. EXPECTED ACTIVITIES

- Provide administrative support to ensure the smooth implementation of the Projects;
- Maintenance of proper filing system ensuring safekeeping of all project materials;
- Contacts with stakeholders, consultants and staff, arrangement of appointments and meetings, and maintenance of roster of contacts and telephone lists;
- Preparation of routine correspondence, reports and other documents related administrative and finance management in accordance with established procedures;
- Undertake all aspects of logistical arrangements for official travel requests for duty travel or workshops, trainings, etc;
- Maintenance of leave and travel records of staff.
- Follow-up on deadlines, commitments made, actions taken and coordination and submission of reports to relevant parties.
- Maintenance of project budgets including disbursements, in collaboration with relevant PMOs;
- Coordination and support to the procurement process in full compliance with UN-Habitat and Government procedures ensuring transparent, independent and competitive processes;
- Management of office supplies and ensuring stock availability;
- Prepare requisitions based on proper review of quotations for bids or proposals;
- Maintenance of files and records relevant to project finance and procurement;
- Maintenance of records on assets management;
- Provision of support to audit, mid-term review and terminal evaluation processes.
- Organization of and support to workshops, events at regional, national or state level, etc.
- Perform any other administrative and financial duties as requested by the HSO and HPM.

D. REMUNERATION

Payments will be made **monthly** and based on deliverables over the contract period. The rate is determined by functions performed and experience of the contractor. The fee will be paid as per agreement.

E. Competencies

Corporate Competencies:

- ❑ Promotes UN's values and ethical standards (tolerance, integrity, respect, results orientation, impartiality)
- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Knowledge Management and Learning

- ❑ Actively works towards continuing personal learning and development.
- ❑ Excellent communication skills (written and oral):
- ❑ Sensitivity to and responsiveness to all partners,
- ❑ Respectful and helpful relations with all UN staff

F. Required Qualifications

Education:	<ul style="list-style-type: none"> • Advanced university degree (Master's degree or equivalent) in business, public administration, management, finance, or accounting. A first-level university degree in combination with relevant qualifying experience, professional accreditations/certification.
Experience:	<ul style="list-style-type: none"> • A minimum of five years of relevant responsible work experience in program management, administration and procurement, financial and human resource management, or related area. Experience in country programs on various operational modalities (national execution, direct execution and cost recovery) is an added asset.
Language:	<ul style="list-style-type: none"> • Fluency in English as well as the national language of the country (both oral and written) is required. Knowledge of another UN official language is an advantage.
Other skills:	<ul style="list-style-type: none"> • Proficient in Database Management, Word, Excel, PowerPoint, Email, Internet, MS Teams, and preferably programme management applications.

Submission of Applications:

The application should comprise:

- ♦ Completed UN Personal History Form (P11). Please download the form (MS-Word) from UN-Habitat/ROAP-vacancy website:
http://www.fukuoka.unhabitat.org/vacancy/index_en.html
- ♦ A Statement of Interest and suitability (a cover letter) for the position

All applications should be submitted to:

UN-Habitat Pakistan Office

To: mailbox@unhabitat.org.pk

Please indicate the Post Title: “**Administration and Accounts Officer**” in your e-mail subject.

Please note that applications received after the closing date stated below, will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for an interview. The fee will be determined according to the qualifications, skills and relevant experience of the selected candidate. In line with UN-Habitat policy on gender equity, applications from female candidates will be particularly welcome. UN-Habitat regrets its inability to reply individually or attend to telephone queries on the advertised posts.

Also please note that recruitment process is subject to final approval from UN-Habitat Head Quarters.

Deadline for applications: 22 September, 2020