

Posting Title : Administrative Officer, P3
Job Code Title : ADMINISTRATIVE OFFICER
Department/ Office : United Nations Office on Drugs and Crime
Location : NAIROBI
Posting Period : 20 April 2023-27 April 2023
Job Opening number : 23-ADM-UNODC-207447-J-NAIROBI (X)
Staffing Exercise : N/A

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

Org. Setting and Reporting

The position is located in the Regional Office for Eastern Africa (ROEA) of the United Nations Office on Drugs and Crime (UNODC) in Nairobi, Kenya. The incumbent will work under the overall guidance and the direct supervision of the UNODC Regional Representative for ROEA and in close cooperation with the Division for Management (DM) and the common services of UNODC/UNOV based at headquarters in Vienna.

For more information on UNODC, please visit: www.unodc.org

Responsibilities

Within assigned authority, the incumbent will be responsible for the overall monitoring, coordination, and timely implementation of all ROEA administrative and financial related functions (procurement, finance, human resources, property management and information and communication technologies (ICTs) in conformity with United Nations (UN) Financial Rules and Regulations and UNODC established policy and procedures. Within assigned authority, the Administrative Officer will be responsible for the following specific duties:

General Administration

- Coordinate the work, provide support, and guidance to ROEA programme staff performing functions in the areas of procurement, finance, human resources, information technology, property management, and premises management that benefit the implementation of all ROEA programmes.
- Identify administrative bottlenecks and liaise with ROEA management and relevant

UNODC headquarters' Divisions and Sections seeking appropriate solutions.

- Convene and chair the Finance and Administration Committee at UNODC ROEA managing all finance and administration matters on a regular basis.
- Contribute to preparedness actions such as early warning, risk analysis and contingency planning and make the necessary recommendations. Periodically monitor the management of risks and report on any actions taken.
- Provide support to the development of relevant annual/quarterly plans, such as procurement plans, staff development plans, quarterly recruitment plans, quarterly leave plans, quarterly official mission plans, etc.
- Monitor and supervise the work of assigned staff.
- Undertake administrative and finance support missions to UNODC programme offices, including, but not limited to, Ethiopia, Uganda, Tanzania and Somalia.
- Collect and analyze data to identify trends or patterns and provide insights through graphs, charts, tables and reports using data visualization methods to enable data-driven planning, decision-making, presentation and reporting.

Supply chain and property management

- Review property management processes within ROEA, including PID selection, capitalization/non-capitalization, physical verification of assets and equipment and handover processes to end-beneficiaries and developing a proposal for process improvements in all areas.
- Manage and coordinate the physical verification of all pending cases of non-verified equipment, including documentation of underlying process steps, segregation of duties tasks or lack thereof.
- Develop a process flow and steps to be taken for spot checks, including related responsibility and accountability. Check/improve the logistics of goods receipt, goods issuance, goods transfer, labelling of equipment, issuing equipment/assets to staff and projects, and tracking them accordingly.
- Establish procedures for regular information-sharing, records update with Vienna headquarters (General Support Section). Ensure proper documentation of all supply chain processes, required roles and segregation of duties.
- Ensure the appropriate use and security of assets and equipment assigned to the project offices in Nairobi and its field locations.
- Prepare monthly reports on the status of equipment/assets to ensure proper management and accurate records.
- Contribute to organizational learning and provide logistics and ongoing property management training to project staff.
- Provide substantive support to the development of an optimized staffing structure of the procurement team in collaboration with the Procurement Officer, taking into account delegation of authority, Umoja roles and distribution of duties and ongoing monitoring in light of an elevated fraud risk.
- Participate in reviewing compliance monitoring of previous procurement transactions for which ongoing contracts are still in place with a particular focus on fraud and/or presumptive fraud.
- Review of ROEA's capacity to further increase centralization of procurement at ROEA.

- Participate in field visits to some countries of ROEA operations to establish adequate local supply chain, procurement, property management processes and procedures.

Budget and Finance

- Contribute to establishing standardised and IPSAS (International Public Sector Accounting Standards) compliant internal controls for Finance and Administration related matters at ROEA to ensure that proper monitoring mechanisms are in place to identify weaknesses and propose enhancement.
- Monitor and guide UNODC ROEA Programme Officers/Coordinators on the financial status of Project/Programme (including pending and approved budgets; contribution pending cash deposition; contribution available for budget release/expenses; validity of contribution; other Umoja related trouble-shooting).
- Ensure integrity and consistency of data in the SAP system (Umoja). Provide assistance in the implementation of IPSAS at UNODC ROEA.
- Coordinate and assist Programmes with their biennium budgets, budget implementation, implementation rate, and provide regular update reports to programme managers.
- Support the preparation and consolidation of ROEA's overall biennium front office budget and programme budget, analyse and monitor budget implementation, and prepare regular update reports for the Representative. Contribute to the preparation and submission of financial reports (semi-annual and annual project progress reports, and ad hoc reports to donors).
- Coordinate and monitor the office commitments, including travel (and imprest), purchase orders, United Nations Development Programme (UNDP) financial authorization on a bi-monthly basis and ensure timely closure in line with UNODC ROEA established timelines.
- Respond to internal/external audit queries/observations and follow up on audit recommendations.
- Perform any other work-related duties as required.

Competencies

- **Professionalism:** Has knowledge and understanding of theories, concepts and approaches relevant to administrative, budgetary, financial, procurement and human resources rules and regulations, policies, practices and procedures in general. Has knowledge of the mandates of the United Nations Office on Drugs and Crime; is able to apply various United Nations administrative rules and regulations in work situations; has conceptual analytical and evaluative skills to conduct independent research and analysis. Has ability to analyze and interpret data in support of decision-making and convey resulting information to management. Is able to identify issues, formulate opinions, make conclusions and recommendations; is motivated by professional rather than personal concerns. 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.

- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; 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.
- **Planning and 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.
- **Managing Performance:** Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

Education

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

Job Specific Qualifications

Work Experience

A minimum of five years of progressively responsible professional work experience in finance, business administration, human resources, accounting, procurement or other related area is required.

Administrative and financial work experience including supervisory functions, independent decision making and managing complex budgets is required.

Work experience with an Enterprise Resource Planning (ERP) system is required.

Work experience with SAP/Umoja is desirable.

Work experience in project management including European Union (EU) funding is desirable.

Work experience within the United Nations system or similar international organizations is desirable.

Work experience in a field environment is desirable.

Experience in data analytics or related area is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required. Knowledge of another United Nations official language is an advantage.

Assessment

Evaluation of qualified candidates may include an assessment exercise and a competency-based interview.

Special Notice

This temporary position is available for six months. Actual filling of this position and actual duration of the assignment is subject to availability of funding. If the selected candidate is an internal staff member from the United Nations Secretariat, the selection may be administered as a temporary assignment.

While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need

period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation.

Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service.

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.

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

Nairobi is classified in the B category (family duty station).

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.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

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.

