

Vacancy Announcement

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Garowe
FUNCTIONAL TITLE:	Municipal Finance Officer
CONTRACT LEVEL	SB 5
DURATION:	12 working months
CLOSING DATE:	24 th October 2018

BACKGROUND

The United Nations Human Settlements Programme, UN-Habitat, is the agency for human settlements. It is 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. The post is located within the Somalia Programme, Regional Office for Africa (ROAF).

The UN Joint Programme on Local Governance and Decentralized Service Delivery in Somalia (UN JPLG) is a five-year joint programme comprising of ILO, UNCDF, UNDP, UN-HABITAT and UNICEF. The Programme's overall goal is "creating an enabling environment for improved service delivery and greater stability, through improved legal, policy and system frameworks – building the knowledge of those working in and with local governments." JPLG commenced in April 2008 and has now entered its third phase (2018-2023).

The overall objective of JPLG is to promote improvements in local governance quality that can contribute to peace consolidation, development and equitable service delivery. The programme outcomes are structured around three mutually reinforcing strategies:

1. Supporting policy and legislative reforms for functional, fiscal and administrative decentralization that clarify and enhance the role of local government, its relationship to central government, and as a means to improve local service delivery,
2. Improving local government capacity for equitable service delivery,
3. Improving and expanding the delivery of sustainable services to citizens in an equitable, responsive and socially accountable manner and promoting local economic environment.

RESPONSIBILITIES

Under the overall guidance of UN-Habitat's Head of Programs and direct supervision from the Municipal Finance Specialist, the Municipal Finance Officer will assist implementation of the UN-Habitat/JPLG work plan in Puntland, particularly municipal finance component.

Within delegated authority, the Municipal Finance Officer will specifically be responsible for the following duties:

1. Efficient Implement of UN-Habitat/JPLG activities

- Provide support for implementation of municipal finance activities, guide local stakeholders and suggest improvements to the system development, with special focus on automated accounting and billing systems;
- Oversee, follow-up and report on progress of municipal finance activities;

- Foster understanding and provide assistance to local stakeholders on the role of local authorities in financing and delivery of basic services, support implementation of activities to strengthen decentralized service delivery through local authorities, PPPs and other mechanisms;
- Provide support and inputs to the design of training curricula and compilation of training materials;
- Assist in the organization and support facilitation of workshops and trainings in the field of municipal finance; prepare workshop and training reports, evaluate impact of and give feedback on interventions and activities, as well as give recommendations for further improvement;
- Hold regular meetings with target districts, service providers and implementing partners to support implementation, monitor progress and impact, as well as identify bottlenecks in municipal finance and related interventions;
- Compile relevant data, information and documentation on public finance, municipal financial systems and service delivery; establish library, including relevant laws, by-laws, manuals, policy papers etc;
- Provides technical input in the implementation of work plan activities particularly in the areas of urban sector, GIS, capacity development, automated systems and financial management at sub-national structures;
- In collaboration with the local team, coordinates the implementation of the UN-Habitat-JPLG activities and ensures that the programme remains relevant, and is in line with various elements of the programme document and other strategic priorities;
- Provide advice to thematic leads and the Heads of the program on the vision and overall strategic direction of the programme with the view of achieving improved local governance;
- Organizes and effectively participate in consultative sessions with the national counterparts, provide program updates, troubleshoot emerging issues and keep thematic leads well-informed;
- Actively participates in the preparation of work plans, terms of reference for implementing partners, organization of seminars/workshops and prepare related correspondence
- Organizes for adequate visibility and public awareness of UN-Habitat JPLG programme actions in collaboration with relevant staff;
- Supports the programme monitoring and evaluation efforts, providing input into monitoring and evaluation reports.

2. Effective communication and partnership building

- Actively communicates with the national counterparts in Puntland on municipal finance component and UN-Habitat-JPLG activities in general;
- Liaises regularly with the JPLG local team on work plan implementation and proposes mitigation measures on emerging issues;
- Thorough gender sensitive analysis and research of the political, social and economic situation in the country and preparation of substantive inputs to the programme and other policy documents;

3. Facilitation of knowledge building and sharing

- Synthesizes good practices and lessons learnt of UN-Habitat JPLG initiatives for sharing among the team members;
- Sound contributions to knowledge networks and communities of practice

COMPETENCIES

Professionalism:

Knowledge and understanding of theories, concepts and approaches relevant to urban planning, municipal finance. Ability to identify issues, analyze and participate in the resolution of issues/problems; Ability to conduct data collection using various methods; Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases; Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities

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 effectively.

Client Orientation:

Considers all those to whom services are provided as “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 on-going 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 for services to client.

EDUCATION

Advanced university degree (Master’s Degree) in municipal finance, public finance management, public administration, economics, business administration or other related social sciences. A first level university degree in combination with additional four years of relevant experience may be accepted in lieu of the advanced university degree.

WORK EXPERIENCE

Four years of working experience in local governance, financial management, substantive understanding of the work and functions of local governments and sector ministries, proven experience in project and financial management; and working with local authorities, community representatives and other development partners.

Substantive knowledge in development issues in general and gender mainstreaming is desirable.

LANGUAGE SKILLS

Fluency in written and oral English and Somali.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED

How to Apply

Applicants are requested to send a motivation letter together with a complete United Nations Personal History form (P.11) to the email address given below.

All applications should be submitted to:

Officer-in-Charge

UN-Habitat Somalia

P.O. Box 30030, Nairobi, Kenya

Email: unhabitat-som@un.org

Deadline for applications: 24th October 2018