

Humanitarian Affairs Officer at United Nations Development Programme (UNDP)

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

Job Description

The United Nations Development Programme (UNDP) is the United Nations' global development network. Headquartered in New York City, UNDP advocates for change and connects countries to knowledge, experience and resources to help people build a better life. It provides expert advice, training, and grants support to developing countries, with increasing emphasis on assistance to the least developed countries.

Competencies

Core

Innovation: Ability to make new and useful ideas work: Level 4: Adept with complex concepts and challenges convention purposefully

Leadership: Ability to persuade others to follow: Level 4: Generates commitment, excitement and excellence in others

People Management: Ability to improve performance and satisfaction: Level 4: Models independent thinking and action

Communication: Ability to listen, adapt, persuade and transform: Level 4: Synthesizes information to communicate independent analysis

Delivery: Ability to get things done while exercising good judgement: Level 4: Meets goals and quality criteria for delivery of products or services

Technical/Functional

Advocacy : Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

Building Strategic Partnerships Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

Client Orientations: Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

Job knowledge: Level 4: apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

Required Skills and Experience

Education:

Advanced (Masters) Degree or equivalent in International Relations, Political Science, Economics, Business Administration or related social sciences.

A first level university degree with relevant academic qualifications with a combination of 4 years of relevant work experience may exceptionally be accepted in lieu of the advanced university degree.

Experience:

Minimum of 2 years (with Masters) or 4 years (with Bachelor degree) of progressively responsible professional experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, project management, budget management, or other related areas

Experience in the UN common system, humanitarian emergencies in the field, project management/supervision, monitoring and evaluation, and administration is desirable

Experience in drafting project documents and guidelines pertaining to humanitarian assistance are desirable

Experience in the usage of computers and office software packages (MS Word, Excel, etc.)

and experience in handling of web-based management systems.

Active exposure to pooled funding mechanisms is an advantage

Language:

Fluency in oral and written English is a required.

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