

MEMORANDUM

To: All UN-Habitat staff
UN-Habitat

Reference:

From: Andrew Cox
Director
Management and Operations Division

Date: 01 December 2015

Subject: **UN-Habitat Certifying Officers and Alternates for 2015**

Please find below the list of UN-Habitat Certifying Officers and Alternates, which comes into effect immediately.

1. Regular budget

| Accounts | Certifying officer | Alternate |
|--|------------------------|---------------------------------|
| Section 15 - Nairobi B15 / 10UNA | Justin Bonongwe | Gerald Kafeero Stella Otieno |
| Section 23 B15 / 10UNA / 11315 / 23AEA003 | Rumana Naquib | Abdulai Sesay |
| Section 15 – New York Office B15 / 10UNA / 11305 / 45AA0001 | Francesca de Ferrari | Filiep Decorte |
| Section 15 - Habitat III B15 / 10UNA / ** / 45AA0001 [** CC: 11309/11310/11331] | Lai Peng (Elaine) Yong | Stella Otieno |

2. Junior Professional Officers/Associate Experts accounts

| Accounts | Certifying officer | Alternate |
|-------------|--------------------|--------------------------------|
| M99 / 32FJO | Aini Aini | Abdulai Sesay Stella Otieno |

3. Staffing/Post management (ALL funds)

| Accounts | Certifying officer | Alternate |
|---|--------------------|---------------|
| B15 / 10UNA B15 / 40HFU B15 / 62HPS B15 / 64ROA M99 / 32xxx | Gerald Kafeero | Stella Otieno |

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4. Extrabudgetary funds allocated to programme: Foundation General Purpose (40HFU), Foundation Non-Earmarked (40FNE), Overhead account (62HPS) and Development Account (64ROA) and earmarked accounts (32/33xxx)*:

A. Offices/Branches/Cost Centres:

| Cost Centre | Office, Branch or Unit | Certifying officer | Alternate |
|---|--|------------------------|--|
| 11303 | Office of the Executive Director OED/ODED/ Strategic Planning/ Evaluation/ Scientific Advisory units | Aini Aini | Gerald Kafeero Abdulai Sesay Stella Otieno |
| 11304 11306 11307 11308 11338 | External Relations Division - Secretariat of the Governing Council; - Advocacy, Communications & Outreach Branch; a. Information offices (Chennai & Beijing) b. World Urban Forum - Partners & Inter-agency Coordination Branch | Aini Aini | Gerald Kafeero Abdulai Sesay Stella Otieno |
| 11311 11312 | Management & Operations Division a. Overall coordination and reporting (MDG, HSTF, Cities Alliance, USAID, etc.) b. Resource Mobilization/Legal units | Aini Aini | Gerald Kafeero Abdulai Sesay Stella Otieno |
| 11316 | Urban Legislation, Land and Governance Branch | Salome Gathu-M'Mbogori | Shova Khatri |
| | Global Land Tool Network (GLTN) | Leena Darlington | Salome Gathu-M'Mbogori |
| 11317 | Urban Planning and Design Branch | Shova Khatri | Jacqueline Macha |
| 11319 | Urban Economy Branch | Jacqueline Macha | Shova Khatri |
| 11322 | Urban Basic Services Branch | Rosemary Kiragu | Teresa Kagonia |
| 11325 | Housing and Slum Upgrading Branch | Salome Gathu-M'Mbogori | Jacqueline Macha |
| 11326 | Risk Reduction and Rehabilitation Branch | Amrita Jaidka | Philip Kiarie |
| 11327 | Research and Capacity Development Branch | Jacqueline Macha | Salome Gathu-M'Mbogori |
| 11313 | Programme Division | Philip Kiarie | Amrita Jaidka Rumana Naquib |
| | a. Coordination of the Internal Development Fund | Philip Kiarie | |
| | b. Spanish Funds (ASUD) | | |
| | c. Gender programme | | |
| | d. Russian Federation | | |
| e. Kosovo | Artan Rexhepi | | |

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B. Liaison offices

| Cost Centre | Office, Branch or Unit | Certifying officer | Alternate |
|-------------|------------------------------------|--------------------|--------------------------------|
| 11307 | UN-Habitat New York Office | Aini Aini | Abdulai Sesay Stella Otieno |
| 11338 | UN-Habitat Geneva Liaison Office | | |
| 11308 | UN-Habitat Brussels Liaison Office | | |

C. Regional offices and country programmes

| Cost Centre | Office, Branch or Unit | Certifying Officer | Alternates |
|-------------|--|----------------------|---|
| 11332 | Regional Office for Africa - All accounts | Rumana Naquib | Enkhtuya Saldan Susan Mburu Philip Kiarie |
| | a. Somalia Programme | Enkhtuya Saldan | |
| | b. South Sudan c. Democratic Republic of Congo | Susan Mburu | |

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|--------------------|---|-----------------------|---------------|
| 11333 | Regional Office for Arab States - All accounts | Ayoub Mebrahtu | Philip Kiarie |
| | a. Syria | Lamia Al-Sha'ar | |
| | b. Iraq Programme | | |
| | c. Occupied Palestinian Territories | | |
| | d. Amman Office | | |
| e. Sudan programme | Susan Mburu | | |
| f. Saudi Arabia | Ahmed (Jawed) Sulaiman | | |

| | | | |
|-------|--|--------------------------|---|
| 11334 | Regional Office for Asia and the Pacific - All accounts | Pura Abdullah | Hasyim Hasyim Philip Kiarie Elin Kleppa |
| | a. Afghanistan programme | Daniel Kamau Samuel | |
| | b. Sri Lanka | Mohammad Salem Karimzada | |
| | c. Pakistan | Imran Ahmed Malik | |
| | d. Myanmar | Jessie Khin Khin Win | |

| | | | |
|-------|---|---------------------------------|---|
| 11336 | Regional Office for Latin America and the Caribbean - All accounts | Maria Carolina Chiappara | Rumana Naquib Victor Edo Garcia |
| | a. Haiti programme | Paule Irvell Latortue | Maria Carolina Chiappara Rumana Naquib |

5. Habitat III Trust Fund (32/33FHC) accounts

| Cost Centre | Office, Branch or Unit | Certifying Officer | Alternate |
|-------------------------|-------------------------------|------------------------|---------------|
| 11309 11310 11331 | Habitat III Trust Fund | Lai Peng (Elaine) Yong | Stella Otieno |

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6. Habitat Programme Managers (HPM) accounts

| Cost Centre | Office, Branch or Unit | Certifying Officer | Alternates |
|-------------|-------------------------------------|--------------------------|------------------------------------|
| 11313 | HPMs salaries and operational costs | Rumana Naquib | Liliana Contreras Abdulai Sesay |
| 11332 | ROAP | Pura Abdullah | |
| 11333 | ROLAC | Maria Carolina Chiappara | |
| 11334 | ROAF | Rumana Naquib | |
| 11336 | ROAS | Ayoub Mebrahtu | |

Note: Justin Bonongwe is the Principal Certifying Officer for all UN-Habitat funds and Liliana Contreras is alternate Certifying Officer for all Regional Offices/Country Programme extrabudgetary funds.

Annex: *List of Funds

Cc. Dr. Joan Clos, Executive Director, UN-Habitat
Mr. Chris Kirkcaldy, Deputy Director, DAS and Chief, BFMS/UNON
Ms. Annette Waweru, Chief, Accounts Section, BFMS/UNON

ANNEX - List of Earmarked funds

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| FBE |
| FCL |
| FER |
| FEV |
| FFR |
| FGB |
| FGR |
| FHC |
| FIT |
| FJO |
| FJP |
| FNL |
| FNO |
| FOD |
| FPP |
| FRF |
| FRS |
| FSE |
| FSP |
| FSW |
| FUS |
| FWB |
| FWS |
| QXB |
| TAS |
| TIP |
| TXD |

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