



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME  
P.O. Box 30030, Nairobi 00100, Kenya  
unhabitat-info@un.org | www.unhabitat.org

**FOR A BETTER URBAN FUTURE**

## **TERMS OF REFERENCE**

### **JUNIOR PROFESSIONAL OFFICER (JPO)**

**Position:** Junior Professional Officer (Partnership and Resource Mobilisation)  
**Section:** Kinshasa Office, UN-Habitat Regional Office for Africa  
**Location:** Kinshasa, Democratic Republic of Congo (DRC)

### **BACKGROUND AND JUSTIFICATION**

UN-Habitat, the United Nations Human Settlements Programme, is the coordinating agency within the United Nations System for human settlement activities and in collaboration with governments is responsible for promoting and consolidating collaboration with all partners, including local authorities, private and non-governmental organizations in the implementation of the Sustainable Development Goals (SDGs), in particular, Goal 11 of “Making cities and human settlements inclusive, safe, resilient and sustainable”. It is a focal point for the monitoring, evaluation and implementation of the New Urban Agenda adopted during the United Nations Conference on Housing and Sustainable Urban Development (Habitat III), in Ecuador, Quito, 2016.

With its Headquarter in Nairobi, Kenya, UN-Habitat’s Regional Programmes Division has Regional Office for Africa (ROAF) in Nairobi, Kenya, and a Kinshasa Office in the Democratic Republic of Congo.

The DRC Programme Office focuses on the collaboration with the Governments of DRC, Angola, Burundi, and those of the Economic and Monetary Community of Central Africa (CEMAC). It also supports the coordination with UN regional entities under the Office of the Secretary General Special Envoy for the Central Africa Region in Libreville.

The DRC Office oversee programme and project portfolio’s in the respective countries, manage country teams undertaking country projects as part of UN country teams, engage with Member States at national level, and collaborate with the UN system, the Private Sector or Civil Society including youth and women organisation to advance sustainable coordination for better quality of life in the Central Africa sub-region. In order to consolidate its contribution to UN-Habitat’s Strategic Plan 2020-2025 as well as supporting the localization of the SDGs in line with the African Union Agenda 2063, the DRC Office requires a JPO in Partnership and Resource Mobilisation.

## DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUT

### Supervision

The Junior Professional Officer (JPO) will work under the overall supervision of the Head of Office of the DRC. The Regional Representative of ROAF will be the Secondary Reporting Officer. The JPO will support the office Management and spearheads the overall effort to build partnerships, reporting functions, and mobilize an appropriate and sustainable funding base in the DRC and Central Africa sub-region Office.

The JPO will focus on the following duties:

#### Programme management:

- Develops the country office partnerships building and resource mobilization strategy, tools and procedures and coordinates their implementation;
- Produces and disseminates briefs of Country programme documents and projects notes to partners;
- Leads reporting functions in the DRC Country and sub-regional Offices, including timely preparation and completion of donor reports, proposals, presentations, briefing papers and the CO's annual report, sitreps, amongst others;
- Manages donors reporting and other programmatic documents in collaboration with the Development Coordinator and programme team, Operations Manager, the Monitoring and Evaluation Analyst, and Communication focal points based on the workflow and tools;
- Acts as focal points of the Humanitarian, peace and development nexus;
- Supports capacity development of the team in result-based reporting, analytical writing and other skills required for quality proposals and donors reporting that is fundamental to the CO's partnership management, advocacy and resource mobilization.

#### Partnerships and advocacy:

- Supports identifying new partners and donors, including private sectors, academia and private funding agencies, and develops relations with them, in cooperation with relevant units and informing country offices;
- Explores and supports establishing partnership with potential member states, for UN-Habitat including through joint programming at local, national, regional and sub-regional level with partners;
- Establishes and manages collaboration and visibilities of interventions undertaken with Technical and Financial Partners;
- Supports UN-Habitat's representation in various committees, task forces, working groups, inter-governmental meetings,
- Contributes to design and launch national and sub-regional advocacy activities such as the DRC Land Policy Conference, Central Africa Ministerial Conference on Sustainable Urbanisation and Housing, Central Africa Urban Forum, the Central Africa Urban Youth Summit, the Central Africa Urban Communities and Women Resilience to Climate Change, and UN-Habitat's Urban October, and for the World Urban Forum and other high-level global events, as required.

#### Resource mobilization:

- Supports the Country and sub-regional Offices in positioning of the UN-Habitat Agenda as well as SDG 11 and all other relevant SDGs to Cities through a network of strategic partners including sub-national, national, regional and global;
- Supports scanning of the national environment and its implications on UN-Habitat Strategic Plans, flagship programmes, and emerging issues at national level;
- Assists in policy dialogue and advocacy with Government, parliamentarians, civil society, private sector, philanthropists, academic institutions to further the advancement of sustainable urbanization, financing and facilitating access to adequate housing for all;
- Engages in networks and partnerships building at the national, and subnational, where relevant, level around issues of UN-Habitat's mandate for the achievement of the SDGs, including partnerships for blended financing based on UN-Habitat's participatory slums upgrading programme and land based finance;
- Leads on the formulation and design of the UN-Habitat's DRC Innovative Financing and Resources Mobilization Strategy and Action Plan;
- Coordinates the Innovative Financing and Resource Mobilization working group and its component in line with the Countries' priorities and according to UN-Habitat programme policies and procedures;
- Develops regularly update, and coordinate implementation of the Countries' Office Innovative Financing and Resource Mobilization Strategy;
- Coordinates the development of proposals with CO Teams in areas of potential partnerships;
- Monitors the programme cycle and implementation of country programmes in the areas of advocacy, resource allocation and utilization and identify the need for resource mobilization in the various programmes of the Operations Management Plan;
- Liaises with UN-Habitat's Resource Mobilization and Partnerships team on the issues of resource mobilization and donor reporting, reviews and comments as necessary on co-financing Agreements, proposals and reports to ensure quality and compliance with UN-Habitat procedures and donor requirements;
- Markets innovative financing tools, such as the UN-Habitat Cities Investment Facility with National and International Financial Institutions (IFIs), private sector, and local authorities.

Performs other duties as required that falls under the expertise of the selected applicant.

## TRAVEL

The JPO may undertake official missions related to her/his work programme including travel to assist/attend regional and sub-regional events and meetings. Limited participation in national meetings as required, when contributing to resource mobilization.

## TRAINING AND LEARNING ELEMENTS

The JPO will have the opportunity to participate in a variety of training courses provided by the Human Resources Management Service (HRMS) of the United Nations Office of Nairobi (UNON) and at Country Office under the Joint UN Coordination Office. The courses include language courses in all United Nations languages, computer training, management courses, etc. The JPO will have the opportunities for on-the-job training in the management and administration of a United Nations programme on all subjects listed under "Duties" above. All training courses available to staff members will also be available to the JPO. The JPO should attend at least one international conference/workshop/seminar per year on a relevant topic and s/he will be exposed to international and local best practices in his field of work, thus expanding her/his understanding of development issues related to urban policies and urban planning. JPO will also have the opportunity to experience job shadowing of different roles in ROAF to effectively learn the dynamics and different functions of work of UN-Habitat and to have better understanding of required competencies for these positions.

## QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

### Education

Advanced university degree (Master's degree or equivalent) university degree in urban or regional planning, environmental management, engineering, political and/ social sciences, international development, business administration or related fields, with an emphasis on training in policy fields relevant to sustainable urban development.

### Work experience

- Minimum 2 years work experience is required, in areas related to international relations, partnership, resource mobilisation.
- Experience in partnership and resource mobilisation is desirable.
- Strong analytical ability and professional experience in representing an organization;
- Excellent writing and oral communication skills.
- Excellent interpersonal and negotiation skills are necessary in this position.
- Advanced computer skills are necessary.
- Specialized knowledge of international development policies, international affairs, populations and related activities is desirable.

### Language

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written French is required. Knowledge of another of the UN language is highly desirable.

### Competencies:

- **Professionalism:** 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; Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **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 efficiently.

- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.