



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  
**Section:** Bangkok Programme Office  
**Location:** Bangkok, Thailand

## **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 its Regional Office for Asia and the Pacific (ROAP) in Fukuoka, Japan.

Under the supervision of ROAP, The Bangkok Programme Office supports the collaboration with the Economic and Social Commission for Asia and the Pacific (ESCAP) in Bangkok. It also supports the coordination with Bangkok-based UN regional entities under the regional UN’s Development Coordinator Office (DCO). The office participates in the Regional Collaborative Platform (RCP) which support a key regional function of reviewing the Common Country Analyses (CCA) and the UN Sustainable Development Cooperation Frameworks (UNSDCF). Furthermore, it liaises with Member States’ Permanent Representatives in Bangkok, with ASEAN under the UN-ASEAN collaboration framework, and other stakeholders.

In support of ROAP’s regional outreach, Bangkok Programme Office will be working closely with key strategic countries in the sub-region assisting further strengthening of UN-Habitat’s role in Bangkok for stronger advocacy for sustainable urbanization and SDG 11, including World Urban campaigns (World Urban Forum, World Cities Day).

Bangkok is a host to over 3,000 UN staff, personnel, and dependents across over 30 specialized UN entities and over 3,000 UN events annually. It is also a host of multiple regional system collaboration. UN-Habitat has been increasing its engagement with dozens of regional platforms, including Asia-Pacific Networking Group on Human Mobility & Urbanization (under Regional Collaboration Platform), Asia Pacific Mayor’s Academy for Sustainable Urban Development, Penang Platform for Sustainable Urbanization, ASEAN Sustainable Urbanisation project, just to name a few.

The office also serves as a Multi-Country Office supporting projects in a number of project in the sub-region. This TOR, however, focuses on the regional support functions of the Bangkok Programme Office.

### **Sub-regional and Country Support**

The Bangkok Programme Office is targeting a variety of variety of collaborations, including sub-regional and country programming lines as outlined in the UN-Habitat Strategic Plan and in coordination with the Regional Office for Asia and the Pacific.

- **UN-ASEAN Collaboration:**

The Bangkok Programme Office is expanding the ongoing partnership with the ASEAN Secretariat and related key partners. Through a regional programme, the Bangkok Programme Office will facilitate funding and programmatic support to country offices to implement national and local level initiatives and supports regional and global advocacy

for sustainable urbanization in the subregion.

- **Country Office operations:** Thailand and Malaysia

The Bangkok Programme Office maintains relations and builds partnerships with line Ministries and key national, provincial and local partners to support the government and communities and to advance the UN-Habitat agenda. Through close collaboration with the Office of the Resident Coordinator (RCO) and other relevant agencies, the office leads the implementation of national and local level programs and projects while supporting HQ initiatives in the countries.

UN-Habitat has been actively supporting the Government of the Malaysia and the UN Resident Coordinator Office in Malaysia with technical and strategic assistance on issues related to climate change and adaptation, SDG localization, urban policy and capacity building and knowledge sharing on housing and waste management. Within the UNCT, UN-Habitat is currently co-chairing the “Planet and Prosperity Results Group” and under the UNSDCF, UN-Habitat is supporting the achievement of Collaborative Output 3.4 on “Competitive, sustainable and inclusive urban development that supports social and economic well-being for the population”, amongst others.

- **Mekong countries collaboration**

Resulting from successive RCP and UNCT retreats, support from DCO is being explored for a Mekong sub-regional UNSDCF or development plan covering all of Cambodia, Lao People’s Democratic Republic, Myanmar, and Vietnam with joint mobilization of support from donors based in Bangkok with oversight and supporting role to multiple countries in the Mekong region.

## **DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUT**

### **Supervision**

The JPO will focus on the following duties:

### **Contribute to policy and programming analysis and monitoring**

- Engages in the tracking of and review of CCAs and UNSDCF in the ROAP region, requiring the engagement in the RCP, undertake study and training on CCA and UNSDCF and the roll-out of new guidance on the frameworks and the monitor/indicator frameworks;
- Studies trends in CCA and UNSDCF formulation in the region, through source study and liaising with HSOs, country managers, global UN-Habitat focal points and regional UN system specialists;
- Ensures timely and sufficient draft comments to draft CCAs and UNSDCF and supports coordination of timely internal endorsements of UN-Habitat comments as per RCP requirements;
- Support the development of the UN-Habitat Programme Office function for support on CCAs and UNSDCF and capacity building thereto for the benefit of UN-Habitat country programmes, through SOPs, guidance notes, training sessions and other engagements as per supervisor guidance.
- Supports UNINFO annual reporting on UNSDCF, by learning about UNINFO and supporting countries where UN-Habitat is required to report but lacks country staff thereto.
- Provides substantive and analytical input in the preparation of other position papers and reports on topics relevant to the Bangkok Programme Office's engagements with regional and sub-regional partners;
- Contributes to a wide range of written inputs in the context of regional engagements, including background papers, issue analysis, briefing notes, policy statements, talking points, substantial sections of reports;

#### **Contribute to reporting:**

- Supports the functions of the Bangkok Programme Office, as per current work programme, and contributes to the formulation and reporting of the annual work plan activities of the Bangkok Programme Office;
- Supports the development of and reporting on MOUs and other agreements with UN-ESCAP and other member state representatives based in Bangkok.

#### **Strategic partnerships and advocacy:**

- Explores and supports establishing partnership with potential member states, for UN-Habitat including through joint programming at regional and sub-regional level with UN partners;
- 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;
- Supports UN-Habitat's representation in various committees, task forces, working groups, inter-governmental meetings, relations with Bangkok-based platforms and supports regional advocacy activities such as the Asia Pacific Forum for Sustainable Development, Asia Pacific Urban Forum, the Asian Pacific City Summit, the Asia Pacific Ministerial Conference on Housing and Urban Development (APMCHUD) and UN-Habitat's Urban October, and for the World Urban Forum and other high-level global events, as required.

**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). 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 ROAP 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 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 policy study, analysis, advice related to sustainable urban development, national spatial planning, or any other area of focus in SDG11 (especially housing, mobility, inclusion and participation in planning, urban regeneration, disaster risk reduction / resilience / adaptation, waste and pollution management and urban safety).
- Experience in institutions or programmes managing funding, programming, international collaboration and exchange is desirable.
- Experience in producing or contributing to English-language research, reporting, publications is desirable.

### Language

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required.

### 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.

## Supervision

The Junior Professional Officer (JPO) will work under the overall supervision of the Chief (Senior Human Settlements Officer), Bangkok Programme Office. The Regional Representative or the OIC of ROAP will be the Secondary Reporting Officer. The JPO will be provided with guidance and specific oversight from ROAP senior professionals for assigned countries, as per ROAP policy.