



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME  
P.O. Box 30030, Nairobi 00100, Kenya  
[unhabitat-info@un.org](mailto:unhabitat-info@un.org) | [www.unhabitat.org](http://www.unhabitat.org)

**FOR A BETTER URBAN FUTURE**

## **Regional Office for Arab States**

### **TERMS OF REFERENCE JUNIOR PROFESSIONAL OFFICER (JPO)**

**Position:** Junior Professional Officer (JPO)

**Section:** Regional Office for Arab States/Urban Planning, Recovery and Risk Reduction

**Location:** Cairo, Egypt

#### **Background and justification**

The United Nations Human Settlements Programme (UN-Habitat) is the United Nations programme working towards a better urban future. Its mission is to promote socially and environmentally sustainable human settlements development and the achievement of adequate shelter for all.

Mandated by the UN General Assembly in 1978 to address the issues of urban growth, it is a knowledgeable institution on urban development processes, and understands the aspirations of cities and their residents. For forty years, UN-Habitat has been working in human settlements throughout the world, focusing on building a brighter future for villages, towns, and cities of all sizes. This has placed UN-Habitat in the best position to provide answers and achievable solutions to the current challenges faced by our cities.

UN-Habitat is capitalizing on its experience and position to work with partners to formulate the urban vision of tomorrow. It works to ensure that cities become inclusive and affordable drivers of economic growth and social development.

UN-Habitat Regional Office for Arab States (ROAS) was established in 2011 in Cairo, Egypt, and provides technical cooperation and capacity building to 18 countries across the Arab region. The Regional Office promotes and implements policies, programs, and operational projects in UN-Habitat's focus areas, at regional, national, and local levels, aimed at achieving sustainable urban development in the countries of the region, and provide technical cooperation services.

The Arab region has been witnessing multiple political and environmental crises that have aggravated urban conditions in the region, increasing poverty, informal settlements and under serviced areas. The majority of people displaced by conflicts and natural disasters are displaced into urban centres, causing a dramatic surge in urban population and an increased pressure on the



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already strained urban services, infrastructure and social fabric. The region is the most water scarce in the world and has recently witnessed a series of disasters including earthquakes and floods that resulted in huge losses, including in the built environment.

### **Duties, responsibilities and expected outputs**

Within delegated authority the JPO will be responsible for the following duties:

#### **Programme development, implementation, monitoring, and evaluation**

- Participates in the development implementation and evaluation of assigned programmes and projects in the urban planning, recovery and risk reduction portfolio in the Arab States region.
- Provides quality technical support to regional and country programmes/projects.
- Monitors and analyses programmes/project development and implementation.
- Supports the engagement in strategic regional and global events.
- Assists in analysis of issues and trends, donors and stakeholder mapping, in alignment with relevant areas of work.
- Liaise with UN-Habitat regional partners to ensure coordination.
- Conduct and review relevant research.
- Undertake other duties as may be assigned by the Senior Human Settlement Officer or the Regional Representative.

### **Travel**

For this JPO post, occasional travel is required to provide technical assistance to countries, present results and research and organize regional trainings.

### **Training and Learning elements**

As part of the JPO programme overall framework, the JPO will benefit from the following training and learning opportunities:

- Use of yearly JPO duty-related travel and training allocation (DTTA) to increase his/her technical capacities in urban recovery and risk reduction.



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- The JPO will also benefit from on-the-job training related to workshops, expert group meetings, and seminars, as well interaction with UN agencies and partners.

### **Qualifications, experience and competencies required**

**Professionalism:** Strong conceptual skills required. Shows pride in work and in achievements; demonstrates professional competence and mastery in policy issues related to the New Urban Agenda, including; Urban Land Legislation and Governance, Urban Planning and Design, Urban Economy, Urban Basic Services, Housing and Slum Upgrading, Risk Reduction and Rehabilitation, Research and Capacity Development and other; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; 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; Ask 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; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position;

**Planning and 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.

**Client Orientation:** Considers all those to whom services are provided to be “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 ongoing 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 or services to client.

- Education: Advanced university degree (master’s degree or equivalent) in urban planning/development, architecture, engineering, sociology, economics, international relations, political science or a related field.
- Work Experience: A minimum of five years of progressively responsible experience in urban planning, recovery or related fields at the international level, focusing on analysis and research; experience working at the national or regional level in the Arab region is desirable.



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- Languages: Excellent written and oral English is required for this assignment. Excellent (English) writing skills and experience in the production of analytical studies and reports. Knowledge of French or Arabic is an advantage.

### **Supervision**

The JPO will work under the direct supervision of the Senior Human Settlement Officer and the overall supervision of the Regional Representative for Arab States.