



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
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FOR A BETTER URBAN FUTURE

TERMS OF REFERENCE

JPO- Associate Programme Officer

2 Positions: Junior Professional Officer (**Monitoring and Reporting**)
Department/Office: Monitoring and Reporting Unit; Strategic Planning and Monitoring Branch; External Relations, Strategy, Knowledge and Innovations Division
Location: United Nations Human Settlements Programme
Nairobi

BACKGROUND

The United Nations Human Settlements Programme, UN-Habitat, is the agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. The position is located in the Monitoring and Reporting Unit of the External Relations, Strategy, Knowledge and Innovation Division (ERSKI) of UN-Habitat in Nairobi.

ERSKI is responsible for strategic planning, programmatic direction and operationalization of UN-Habitat's focal point role for the New Urban Agenda in the UN system and for coordination of Emergency Programmes.

The Strategic Planning and Monitoring Branch is responsible to advise on and coordinate strategic and policy matters related to the Programme's objectives, results-based programmes, budgets and resource mobilization for all sources of funds in achieving sustainable urban development; carries out corporate monitoring as well as the monitoring of global agendas.

The Monitoring and Reporting Unit is responsible to lead and coordinate the development of the results framework and the monitoring of UN-Habitat's strategic plans.

The position reports to the Chief of the Monitoring and Reporting Unit and will be responsible for the following:

Responsibilities

Working at the Monitoring and Reporting Unit within the Strategic Planning and Monitoring Branch, collaborating closely with regional and country offices, under the direct guidance of the Chief of the Monitoring and Reporting Unit the **Associate Programme Officer/ Junior Professional Officer** will be responsible for the following duties:

- Support strategic monitoring and reporting on the implementation of UN-Habitat Strategic Plan and annual Programmes of Work.

- Support the implementation of UN Habitat monitoring and reporting policies, strategies and guidelines.
- Support the collection and analysis of data as well as identification of trends or patterns and provides draft insights through graphs, charts, tables and reports using data visualization methods for data-driven planning, decision-making, presentation and reporting.
- Support programme/project-related surveys; designs data tools; reviews, analyzes and interprets responses, and presents information gathered from diverse sources.
- Support elaboration of written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications and resource allocation-related processes, notably on monitoring and reporting.
- Support the preparation of annual programme performance reports of UN-Habitat and other reviews and assessments, as needed.
- Support substantive work programmed activities undertaken by the Monitoring and Reporting Unit.

Competencies:

- **Professionalism:** Knowledge and understanding of humanitarian, emergency relief assistance and related human rights issues. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to develop sources for data collection. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources. Ability to apply judgment in the context of assignments given, work under pressure, on occasion in a highly stressful environment (e.g., civil strife, natural disasters, and human misery). 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; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.
- **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.

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. Within the Monitoring and Reporting Unit, the JPO will have the opportunity of on-the-job training.

TRAVEL

The JPO will undertake official missions related to her/his work programme in relation to monitoring and reporting.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

Education

Advanced university degree (Master's degree or equivalent) in social science, public administration, international studies, economics, sustainable development, or a related field is required.

Work Experience

A minimum of two years of progressive experience in project or programme management, administration or related area is required.

Experience preparing annual programme performance reports, analysis of issues and trends and/or coordination of evaluations is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this position fluency in English is required. Knowledge of another UN official language would be an advantage.

Additional requirements are:

- ✓ Very good oral and written communication skills.
- ✓ Good interpersonal skills; culturally and socially sensitive; able to work inclusively and collaboratively with a range of partners;
- ✓ Ability to work effectively in a multicultural team of international and national personnel;
- ✓ Computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- ✓ Self-motivated and ability to work with deadlines.