



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 PROGRAMME DIVISION

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

**Position:** Junior Professional Officer (JPO) - Associate Human Settlement Officer (Development)

**Department/Office:** United Nations Human Settlements Programme

**Section:** Regional Programme Division/ Eastern Europe, Southern Caucasus and Central Asia

**Location:** Nairobi, Kenya; with potential relocation to (sub-)regional office, location still to be determined

#### Background and justification

UN-Habitat, the United Nations Human Settlements Programme, represents the agency within the United Nations System dedicated to coordinating efforts for sustainable human settlements. Its mission, as mandated by the UN General Assembly, is to promote socially and environmentally sustainable towns and cities with the aim of ensuring adequate shelter for all. UN-Habitat collaborates with governments and various partners, including local authorities, private organizations, and NGOs, to work towards achieving the Sustainable Development Goals (SDGs), particularly Goal 11, which focuses on creating inclusive, safe, resilient, and sustainable cities and human settlements as well as the New Urban Agenda (NUA) adopted during the United Nations Conference on Housing and Sustainable Urban Development (Habitat III), in Ecuador, Quito, 2016.

Headquartered in Nairobi, Kenya, UN-Habitat's Regional Programmes Division is actively involved in establishing sub-regional offices in Eastern Europe, Southern Caucasus, and Central Asia to facilitate programmatic activities in member states. This Junior Professional Officer (JPO) position falls under the Regional Programme Division (RPD) and primarily supports the establishment of UN-Habitat's presence in the mentioned regions, both at the sub-regional and national levels. Initially based in Nairobi, the position may later relocate to a sub-regional office as it becomes operational.

The RPD serves as the central coordination hub for planning, implementing, and monitoring regional programs and country-level activities. It gathers and processes a wide range of information and project updates from the field, including regional and country offices, which are crucial for corporate reporting, trend analysis, aggregation, and policy guidance. The RPD also acts as a vital liaison and interaction point between UN-Habitat's strategic and normative units at its headquarters and its regional and country offices, fostering efficient collaboration and support for UN-Habitat's substantive mandate.

#### Supervision



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The Associate Human Settlement Officer (Development) will report to the Inter-Regional Advisor responsible for Eastern Europe, South Caucasus and Central Asia (First Reporting Officer) located both within the Programme Development Branch/ Global Solutions Division and Regional Programme Division and the RPD Director (Second Reporting Officer).



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### Duties, responsibilities and expected outputs

Within delegated authority, the Associate Human Settlement Officer (Development) will focus on the following duties:

#### 1. Supports the establishment of (sub-)regional presence of UN-Habitat in the Eastern Europe, Southern Caucasus and Central Asia region:

- Supports desk review and coordinates with relevant regional UN entities and UN Country teams normative documents on housing and sustainable urbanisation in countries undergoing economic transition, including the localization of Sustainable Development Goals and the New Urban Agenda by mainstreaming urbanisation into national and regional platforms in line with the UN system-wide strategy on sustainable urbanisation.
- Assist in conceptualization and implementation of UN-Habitat regional strategy for the Eastern Europe, Southern Caucasus and Central Asia region with relevant partners.

#### 2. Contribute to policy and programming analysis and monitoring:

- Engages in the tracking of and review of Common Country Assessments (CCAs) and United Nations Sustainable Development Cooperation Frameworks (UNSDCFs) in countries in the Eastern Europe, Southern Caucasus and Central Asia region, requiring the engagement in the Regional Collaborative Platform (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 the Inter-Regional Advisor and relevant sector experts at UN-Habitat and in the UN Country Team (UNCT), 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 Eastern Europe, Southern Caucasus and Central Asia region 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.

#### 3. Contribute to reporting:

- Supports the functions of RPD related to the Eastern Europe, Southern Caucasus and Central Asia region, as per current work programme, and contributes to the formulation and reporting of the annual work plan activities.
- Supports the development of and reporting on Memoranda of Understanding (MoUs) and other agreements with UNECE and UNESCAP and other member state representatives.

#### 4. Strategic partnerships and advocacy:



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- 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 Brussels, Geneva, Istanbul based as well as other relevant platforms and supports regional advocacy activities such as National Urban Fora, regional Sustainable Development fora, 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.

### **5. 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**

In the framework of the Regional Programme Division (RPD), the Junior Professional Officer (JPO) will undergo comprehensive on-the-job training with a focus on program development, coordination, partnership enhancement, and the development and implementation of tools and methodologies aimed at advancing sustainable urban development. The JPO will have access to all training courses available to UN staff members, including opportunities for training in the management and administration of United Nations programs, covering the responsibilities outlined in the "Duties" section.

Furthermore, the JPO will closely collaborate with Resident Coordinator Offices in country offices and regional offices of the UN Development System responsible for the designated region. They will also engage with the United Nations Economic and Social Commissions for Europe (UNECE) and Asia Pacific (UNESCAP), as well as UN-Habitat's regional and country offices, which house experts specializing in various aspects of sustainable urban development. Through this experience, the JPO will actively learn how to integrate both normative and operational work within the overarching frameworks and institutional structure of the United Nations.

Moreover, the JPO will have the opportunity to participate in a diverse range of training courses facilitated by the Human Resources Management Service (HRMS) of the United Nations Office in Nairobi (UNON). Additionally, external training opportunities aligned with the JPO's career progression and interests, including relevant online courses, can be explored in consultation with the Field and/or Sub-Regional Offices (FRO/SRO).

The JPO is encouraged to attend at least one international conference, workshop, or seminar annually on a pertinent topic. This exposure will enable the JPO to gain insights into international and local best practices within their field of work, thereby expanding their understanding of development issues related to urban policies and urban planning. Additionally, the JPO will have the chance to engage in job shadowing experiences across various roles within UN-Habitat, allowing them to effectively learn the dynamics and functions of different positions and better grasp the required competencies for these roles.



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### **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**

- A minimum of 2 years of professional experience is mandatory, specifically in areas related to policy analysis, advisory services, and research pertaining to sustainable urban development, national spatial planning, or any other focus area within Sustainable Development Goal 11 (with particular emphasis on housing, mobility, inclusive and participatory planning, urban regeneration, disaster risk reduction, resilience, adaptation, waste and pollution management, and urban safety).
- Prior professional experience at the national and/or international level in fields such as sustainable development, urban planning and design, international studies, economics, and project management is essential. Proven expertise in project management, planning, and project implementation is preferred.
- Experience working in institutions or programs engaged in fund management, program development, international collaboration, and knowledge exchange is advantageous.
- Proficiency in producing or contributing to research, reports, and publications in English and/ or Russian language is a desirable qualification.
- Prior work experience within the United Nations or other international development organizations, coupled with familiarity in working across diverse field offices and countries, is considered an asset.

#### **Additional requirements**

- Demonstrates very strong oral and written communication skills, with the capacity to tailor communication style to suit the intended audience.
- Exhibits a high level of accuracy and professionalism in document production and editing.
- Possesses excellent interpersonal skills, displaying cultural and social sensitivity. Capable of working inclusively and collaboratively with a diverse range of partners.
- Adapts and performs effectively in a challenging work environment, demonstrating the ability to collaborate efficiently within a multicultural team consisting of international and national personnel.
- Displays a solid proficiency in overall computer literacy, including expertise in various MS Office applications (Excel, Word, etc.), email/internet usage, database management, and familiarity with office technology equipment.
- Self-motivated and capable of working with minimal supervision, consistently meeting tight deadlines.

#### **Language**

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

#### **Competencies**



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- **Professionalism:** Knowledge and understanding of sustainable urban development, Development Financial Initiatives, resource mobilization, fund-raising and project planning, formulation and implementation 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. 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 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.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **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.