



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**

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

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

**Section:** Secretariat of the Governing Bodies

**Location:** Nairobi

### **Background and justification**

The Governing Bodies Secretariat is responsible for organizing and servicing of the meetings of the Governing Bodies of UN-Habitat which include the UN-Habitat Assembly, Executive Board, and the Committee of Permanent Representatives. It is also responsible for high level liaison and communication with Governments and Permanent Missions and for providing guidance and advice to the Organization on diplomatic and political matters.

With the ongoing regular meetings of the Governing Bodies, including ad-hoc working groups of the Executive Board, additional capacity is needed to support the main functions for the meetings and ensuring successful implementation of the Governing Bodies Meetings which include over 80 meetings every year. These meetings include the Executive Board and its ad hoc Working Groups the Committee of Permanent Representatives (CPR) and its informal consultative meetings, the UN-Habitat Assembly, its sessional committee.

The renewed and increased demand as indicated above requires support to implement the work of the Governing Bodies secretariat, including real-time information sharing, effective communication, efficient coordination and mutual cooperation with member States.

The requested Junior Professional Officer will be located within the Secretariat of the Governing Bodies, as part of the office of the Executive Director. The Junior Professional Officer shall be responsible for but not limited to the following:

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

#### **Terms of reference**

The Terms of Reference for this position will incorporate the following:

- 1) Prepares presentations to intergovernmental bodies and other meetings, researching issues, preparing briefing notes, and minutes.
- 2) Participate and contribute in meetings: (a) Support the preparations, submission and distribution of documents for Governing bodies meetings; (b) support follow-up on the



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- implementation of decisions of Governing bodies' meetings; (c) support follow-up on the implementation of decisions of the governing bodies' meetings;
- 3) Document production and management meetings: (a) provide support in drafting synthesized reports for the President and the Chairs' of the governing bodies; (b) Support in generation of minutes and follow-up actions after meetings; (c) support in drafting responsibilities to substantive officers after meetings; (d) Ensures quality control for all outgoing documents; proofreads and edits texts for adherence for format, grammar, punctuation and style.
  - 4) Enhances the communications functions of the Secretariat by identifies problems and issues to be addressed and proposes corrective actions and innovative solutions, keeping others informed, providing status updates of activities of the Secretariat and other relevant information; brings sensitive and urgent matters to the attention of the manager.

### Output expectations

- 1) Demonstrates effective and independent coordination of activities and provides timely tracking and monitoring of processes, deadlines and supports quality control of key outputs and appropriate follow-up actions.
- 2) Demonstrates initiative in identifying and resolving problems in the context of work assignments and functions.
- 3) Cost-effective and timely production of meeting documents.
- 4) Preparation of quality documents for Member States and effective follow-up on implementation of recommendations.

### Travel

The Junior Professional Officer shall be fully integrated into the Secretariat of the Governing Bodies Office. When official travel becomes necessary, it shall be dealt with on a case-by-case basis. Otherwise, most of the activities that the Junior Professional Officer shall be engaged in are Nairobi –based that will not require out of station travel.

### Training and Learning elements.

#### ***Training:***

Training needs of the Junior Professional Officer shall be identified at the beginning of the contract, and appropriate arrangements made to facilitate access to these training and capacity building opportunities, based on the Officers preference and availability of allocated funds training. Any such training shall be in line with 'capacities gap' identified by the individual him/her-self during the development of the E-Performance document. Apart from the on-the-



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job learning, these trainings shall be a combination of on-campus and off-campus sessions, including on-line courses.

### ***Learning elements:***

After one year, the Junior Professional Officer is expected to be: (a) conversant with the role and functions of the Secretariat of the Governing Bodies; (b) familiar with relevant rules and guidelines in the work of the United Nations Secretariat; (c) familiar with the work of the diplomatic community in Nairobi and able to handle routine correspondences and communications with them on a variety of issues on UN-Habitat and its governing bodies; (d) competent in routine diplomatic correspondence and enhanced editorial skills; (e) skilled in working in a multi-cultural environment and respect diversity.

After two years the Junior Professional Officer is fully competent in: (a) writing legal guidance materials for the Organization; (b) initiating legal discussions; (c) securing adoption and implementations of resolutions; (d) enhancing dialogue and negotiations skills.

After three years, the Junior Professional Officer is fully competent in: (a) all matters pertaining to the Organization of large global meetings such as the Habitat Assembly; (b) writing and publishing legal documents; (c) being a proficient and independent professional ready to engage and lead teams that run major international conferences and meetings.

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

Advanced university degree in Law or political sciences. A first-level university degree with a combination of relevant and qualifying experiences may be accepted in lieu of an advanced university degree.

Excellent writing skills including legal writing. Knowledge on inter-governmental and multi-lateral negotiations and processes is critical. General knowledge on UN-Habitat policy, programmes and governing structures, as well as the United Nations system rules are an added advantage. Computer literacy, good communication and interpersonal skills, and sound legal knowledge of processes of the United Nations.

### **Skills**

Fluency in English, verbal and written, is essential. Knowledge in another United Nations language is an asset. Computer skills are essential.

### **Working experience**



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Minimum 2 years of progressively responsible experience, preferably in the field of law experience with inter-governmental and multi-lateral processes. Proven experience required in participating or servicing inter-governmental meetings and negotiations at the national or international level. Knowledge of the United Nations Charter, bodies and organs of the United Nations system is an asset.

### Competencies

*Professionalism:* Demonstrated professional competence in the field of inter-governmental and multi-lateral negotiations and processes and the role of the secretariat; *Communication:* Excellent drafting and communications skills, both oral and written; ability to defend and explain difficult and contentious issues; Ability to prepare briefing notes and other written reports that are clear, concise and meaningful. *Teamwork:* Ability to work in a team in a multi-cultural and multi-ethnic environment, with supervisory skills.

### Living conditions at duty station

Nairobi is classified by the UN as a "B" hardship duty station, entitling United Nations staff to home leave every two years. Nairobi is an ordinary city with living normal living conditions similar to many cities of developing countries in Africa.

### SUPERVISION

The Junior Professional Officer shall report to the Secretary of the Governing Bodies on a regular basis for review and goal setting. Performance appraisal shall inform goal-setting sessions, which will incorporate; planning and organizing meetings; documentation management; document production and communications strategy.

Upon reporting to the duty station, the Junior Professional Officer shall be inducted into the operations of the Secretariat of the Governing Bodies in general. Additional arrangements shall be made to provide a thorough orientation to other units and divisions of UN-Habitat on their roles and responsibilities.

The Junior Professional Officer will receive detailed guidance from the Secretary to develop his/her own performance appraisal (E-Performance) and an annual work-plan based on the terms of reference, general objectives, desired results, and anticipated challenges in the calendar of the Unit. The Officer's performance will be continuously reviewed and appraised by the Secretary in keeping with the existing rules and guidance of the United Nations Secretariat on performance appraisal. The Junior Professional Officer will also be encouraged to continuously seek guidance on issues of policy and/or other sensitive matters that the Secretariat of the Governing Bodies is entrusted with.



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**First appraising officer/ Second appraising officer:** Chris Mensah

**Title first appraising officer:** Secretary of the Governing Bodies

**Unit first appraising officer:** Secretariat of the Governing Bodies

**Location first appraising officer:** Office of the Executive Director, Nairobi