



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
P.O. Box 30030, Nairobi 00100, Kenya
unhabitat-info@un.org | www.unhabitat.org

FOR A BETTER URBAN FUTURE

ASSOCIATE HUMAN SETTLEMENTS OFFICER – SDG LOCALIZATION AND LOCAL GOVERNMENTS TEAM, URBAN PRACTICES BRANCH, UN-HABITAT

TERMS OF REFERENCE

JUNIOR PROFESSIONAL OFFICER (JPO)

Position: Junior Professional Officer (Associate Human Settlements Officer)

Branch: SDG Localization and Local Governments team, Urban Practices Branch

Location: Nairobi, Kenya.

BACKGROUND AND JUSTIFICATION

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 Global Solutions Division (GSD) is responsible for providing programmatic direction for UN-Habitat and is responsible and accountable for the programmatic delivery of the Strategic Plan. The Division leads the tools and methodology production and the integration of the various substantive competencies towards the effective delivery of the Strategic Plan and the mandate of UN-Habitat. It provides substantive training to staff members and supports the capacity development of Member States and partners.

The Urban Practices Branch (UPB) is the tools and methodology production and skills center of the UN-Habitat, that develops normative guidance and cutting-edge tools through communities of urban practice. It provides technical and policy advice approaches and methodologies to MCOs/CO, government, and partners and mainstreams them throughout the programme portfolio. It also ensures that the cross-cutting area of safety and the social inclusion issues of human rights, gender, children, youth and older persons; and disability are developed and mainstreamed across the Agency.

UN-Habitat has been leading the UN's global work on SDG Localization as well as the political engagement with Local and Regional Governments, along with its regional and global partners. Support to local and national governments is provided through technical expertise, policy advice, knowledge development and capacity building on SDG localization (<https://sdglocalization.org/>). In addition, UN-Habitat has also been mandated to coordinate the Local the Local2030 Coalition by hosting its secretariat in Bilbao. In June 2023, the Resolution on Localizing the SDGs was discussed and endorsed by Member States during the second United Nations Habitat Assembly (<https://unhabitat.org/governance/un-habitat-assembly/second-session-2023>). Through the Resolution, Member States requested UN-Habitat to strengthen support to local and national governments on localizing the SDGs by building capacities on SDG data and monitoring (including VLRs and VNRs), multilevel governance, planning and financing, among others. It also requested UN-Habitat continue engaging with the local and regional governments' constituency and to create linkages with global initiatives such as the Local 2030 Coalition and G20.

The SDG Localization and Local Governments Team is located within the Urban Practices Branch, leading UN-Habitat's corporate work and engagement on SDG Localization. The Team provides technical expertise



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
P.O. Box 30030, Nairobi 00100, Kenya
unhabitat-info@un.org | www.unhabitat.org

FOR A BETTER URBAN FUTURE

and capacity building to partners as well as to UN-Habitat's teams and country offices on SDG Localization, while coordinating the Agency's global presence and engagement in relevant SDG fora such as HLPF and UNGA. The Team is the focal point for the implementation and reporting on the Resolution on Localizing the SDGs.

DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS

The position is located in the SDG Localization and Local Governments Team of the Urban Practices Branch of UN-Habitat Nairobi HQ. The Junior Professional Officer will report to the Human Settlements Officer coordinating the work of the SDG Localization and Local Governments Team, under the overall guidance of the Chief of the Urban Practices Branch.

The JPO will provide overall support to implementation of the Resolution on Localizing the SDGs, including through the following duties and responsibilities:

- Tracks and collects information on UN-Habitat's work on SDG localization globally
- Coordinates the Teams' regular reporting on the implementation of the Resolution on SDG Localization, in coordinating with the relevant sections and team at both HQ and country level.
- Supports the Team's contribution to corporate reporting to the Executive Board, including preparation of relevant material.
- Contributes to the implementation of multi-county programmes on SDG Localization and Voluntary Local Reviews.
- Provides substantive inputs to normative work related to local governance and the localization of the SDGs, including Voluntary Local Reviews, Multilevel Governance for SDG localization, data and financing.
- Prepares various written outputs, e.g., draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Provides substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Liaising with member states, regional, local governments and their associations in mobilizing to various national, regional, and global events. Specifically, to UN led Global Events, such as HLPF, WUF, Regional Fora for Sustainable Development, etc.
- Supports the team work on resource mobilization.
- Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.
- Performs other duties as required.

TRAINING AND LEARNING OPPORTUNITIES

Within SDG Localization and Local Governments Team, the JPO will be given quality on the job training on programme development and coordination, partnership strengthening, resource mobilization and development and implementation of tools and approaches that promote sustainable urban development. In addition, the JPO will be exposed to working with different sections within Urban Practices Branch, enriching the candidate's overall knowledge on various urban development matters.



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
P.O. Box 30030, Nairobi 00100, Kenya
unhabitat-info@un.org | www.unhabitat.org

FOR A BETTER URBAN FUTURE

The JPO will work closely with different UN-Habitat Regional and Country Offices, UNRCOs, and UN agencies collaborating on SDG Localization portfolio, forming relationships with experts in the various aspects of sustainable development. The candidate will gain hands-on experience in integrating normative and operational work within the guiding frameworks and institutional set-up of the United Nations.

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 JPO will be guided to follow the United Nations Performance Appraisal System (e-performance), which will set out specific and measurable goals for the work of the JPO within the framework of his/her job description and work plan. The JPO will have access to adequate office space and IT equipment.

TRAVEL

The JPO will undertake official missions related to her/his work programme in different countries, with various partners to project sites to provide technical support and advice. Project funds will be made available to support these missions. In the framework of Partnerships and Projects, the JPO will be invited to attend Regional and Global events and organize special events in relation thereto.

COMPETENCIES

- **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 & 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;



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
P.O. Box 30030, Nairobi 00100, Kenya
unhabitat-info@un.org | www.unhabitat.org

FOR A BETTER URBAN FUTURE

monitors and adjusts plans and actions as necessary; uses time efficiently.

EDUCATION

Advanced university degree (Master's degree or equivalent) urban development, architecture, international development, international relations, or a related field is required. A first-level university degree in combination with two (2) additional years of qualifying experience may be accepted in lieu of the advanced university degree.

WORK EXPERIENCE

- A minimum of two (2) years of responsible experience in project or programme management or a related area is required.
- Experience in resource mobilization is desirable.
- Experience related to SDGs implementation or local governance issues is desirable.

LANGUAGES

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required. Knowledge of another official United Nations language is desirable.

NOTE: "Fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and "Knowledge of" equals a rating of "confident" in two of the four areas.