



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

### URBAN PRACTICES BRANCH/GLOBAL SOLUTIONS DIVISION TERMS OF REFERENCE JUNIOR PROFESSIONAL OFFICER (JPO)

**Position:** Junior Professional Officer (JPO) – Urban and Regional Planning for Sustainable Urban Development

**Section:** Planning, Finance & Economy Section

**Location:** UN-Habitat, Nairobi, Kenya

#### BACKGROUND AND JUSTIFICATION

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 effective delivery of the Strategic Plan and the mandate of UN-Habitat. It provides substantive training to staff members and supports capacity development of Member States and partners.

The Urban Practices Branch (UPB) is the tools and methodology production and skills centre 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.

The Planning, Finance & Economy Section is responsible for coordinating the Agency's substantive, normative and operational work on various dimensions of planning, finance and economy. The Planning, Finance & Economy Section aims to develop, document, pilot/test and disseminate planning policies, norms, standards, tools, methodologies, regulatory frameworks, operating procedures and practices at global, regional, national and sub-national levels in support of (a) urban and territorial planning at all scales including urban design and public space design; (b) urban finance (municipal finance and urban development/projects finance); and (c) local economic development.

The Section urban and territorial work encompasses the Urban Lab, the Global Public Space Programme and the Humanitarian and Development Practice. This work includes supporting local governments in adopting and implementing sustainable planning practices and instruments, creating and promoting socially inclusive, integrated, connected, environmentally sustainable and safe streets, open spaces and public facilities, especially for women, children, older persons and people with disabilities, and addressing issues of displacement with a long term perspective underpinned by inclusive urban planning approaches. The Section has also recently started to develop, in collaboration with WHO, Urban Health and Well-Being programming, focused on integrated strategies promoting



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equitable access to healthcare, green and clean spaces, sanitation, livelihood opportunities and safe living conditions.

The position is attached to the Section and is supervised by the Chief of the Section.

### **DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS**

Within delegated authority, the Associate Programme Officer will be responsible for the following duties:

- Provides support to the overall management of the Planning, Finance and Economy Section; supports the facilitation of the Section wide activities and Section's inputs to UN-Habitat wide activities; provides substantive support to development of the Section work plan; works with project managers and other colleagues for the monitoring of the Section workplan and activities; assist in organizing complex activities and events ;
- Works with key clients to facilitate the development, implementation and evaluation of the Section workplan and programmes in the field of urban and territorial planning; monitors and analyzes specific aspects of programme/project development and implementation as assigned; reviews relevant documents and reports; identifies problems and issues to be addressed and recommends corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Carries out basic research on selected aspects of UN-Habitat's programmes, operations and other activities, etc., in the field of urban and territorial planning and its application to addressing emerging issues (including urban health, climate change and social inclusion), as relevant for the Section workplan, including collecting, analyzing and presenting statistical data and other information gathered from diverse sources.
- Provides substantive support for normative development as well as to the development, implementation and evaluation of the Section thematic work related to planning in collaboration with partners at city, country and global level, including the review and analysis of emerging issues and trends, participation in evaluations or research activities and studies.
- Provides planning and design support and services to partners in a variety of contexts, including developing countries and crisis affected areas, in relation to city-wide planning process, planning and implementation of projects, and public space initiatives including reports and plans/designs review, recommendations and evaluation.
- Assists in planning and facilitating public participation workshops, through interactive sessions and assisting in developing the action plan the client will use to manage the change.
- Participates in survey initiatives; assists with design of data collection tools; issues data collection tools, reviews, analyzes and interprets responses, identifies problems/issues and prepares preliminary conclusions.
- Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- Provides administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.



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- Undertakes outreach activities; participates in the development of training workshops, seminars, etc.; participates in and makes presentations on assigned topics/activities, assist in the development of communication materials for the Section.
- Participates in field missions, including provision of substantive and administrative support, data collection, focus groups, planning charrettes, etc.
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/reports (pledging, work programme, programme budget, etc.).
- Performs other duties as required.

### TRAVEL

The JPO will undertake official missions related to her/his work programme in different cities for, e.g., guidelines and tool application and training purposes. In most cases, funds can be made available through project sources. It is desirable for the JPO to participate in at least one relevant international conference per year.

### 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 PFES team, the JPO will have the opportunities of on-the-job training on subject such as project development (e.g. UMOJA), reporting, budgeting, management information systems, advanced software packages, web-page design, desktop publishing techniques, database management. In general, the JPO will have the opportunity to gain experiences in working with the United Nations system, as well as with working with international institutions and national and local governments. It is expected that the JPO attends at least one international conference/workshop/seminar per year on a relevant topic and s/he will be exposed to international and local best practices in his field of work, thus expanding her/his understanding of development issues related to urban policies and urban planning.

### QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

Advanced University degree (Master's degree or equivalent) in one or more of the relevant fields, including urban planning, architecture, human geography, public health studies with a focus on urban affairs public or a related field. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advance university degree.

### COMPETENCIES

- **Professionalism:** Knowledge and understanding of current practice and theory of urban and territorial planning, public realm and urban development and its contribution to sustainable development. Interest and familiarity with application of planning and design to public space, urban health and other emerging issues such as climate change and social inclusion. Shows pride in work and in achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results;



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shows persistence when faced with difficult problems or challenges and remains calm in stressful situations.

- **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.
- **Communication:** Speaks and writes clearly and effectively; can express concepts through drawings and sketches; 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.

### SUPERVISION

The Junior Professional Officer (JPO) will be part of, and work with the Planning Finance and Economy Section located in UN-Habitat, reporting to the Section Chief of the PFES and the Coordinator of the UPB.

#### First reporting officer:

Laura Petrella, Chief  
Planning Finance and Economy Section  
Urban Practice Branch  
UN-Habitat, Nairobi

#### Second reporting officer:

Shipra Narang-Suri, Chief,  
Urban Practice Branch, Global Solutions  
Division,  
UN-Habitat, Nairobi

The supervisors will be responsible for the proper placement of the JPO with appropriate office space, computer equipment and telephone connection. Supervisors will introduce the JPO to the Branch and to relevant sections in the whole agency. Both will elaborate on the integration of the JPO's duties into the current work programme and guide the development of the e-Performance documents. General objectives, desired results and anticipated problems will be discussed beforehand with the JPO. The first and additional supervisors will obtain regular feedback on the progress of activities. The JPO is expected to carry out the duties under the general supervision and to consult with the supervisors on issues of policy or other sensitivity matters. Final results of each set of activities will be reviewed for attainment and quality of work. The JPO will be part of the unit team and participate in the regular team meetings. As part of its duties, the JPO will take part in missions in the field, in most cases together with at least one other staff, and be encouraged to take initiative during the missions.