



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
P.O. Box 30030, Nairobi 00100, Kenya
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FOR A BETTER URBAN FUTURE

URBAN PRACTICES BRANCH; GLOBAL SOLUTIONS DIVISION

TERMS OF REFERENCE JUNIOR PROFESSIONAL OFFICER (JPO)

Position: Junior Professional Officer (JPO)- Governance

Section: Policy Legislation and Governance Section

Location: UN-Habitat Headquarters, Nairobi, Kenya

Background and justification

The United Nations Human Settlements Programme, UN-Habitat, is the UN 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 Policy, Legislation and Governance Section (PLGS) of the Urban Practices Branch (UPB) within the Global Solutions Division of UN-Habitat Headquarters in Nairobi. The PLGS is responsible for coordinating the Agency's substantive, normative and operational work on various dimensions of Policy, Legislation and Governance. The Section aims to develop, document, pilot/test and disseminate norms, standards, tools, methodologies, regulatory frameworks, operating procedures and practices at global, regional, national and sub-national levels; offer tailor-made solutions on policy, legislative and governance for cities, regions and metropolitan areas; and generate and manage cutting-edge knowledge and data in relation to these areas.

The JPO will support the governance work stream of the PLGS. The focus of the governance work stream is to strengthen institutional coordination at all levels through new governance arrangements and improved governance structures. UN-Habitat is tasked with assisting local governments to effectively capture domestic revenue, improve fiscal decentralization, manage urban displacement and utilize frontier technologies. The Agency has developed four principal working areas on governance, namely: normative actions, technical cooperation, advocacy, and knowledge and capacity development. Additionally, the governance workstream supports national, sub-national and local governments to increase the effectiveness of their governance frameworks for the implementation of the New Urban Agenda, the Sustainable Development Goals and other internationally agreed development frameworks including the Paris Agreement and the Sendai Framework.



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Duties, responsibilities and expected outputs

Under the supervision of the PLGS Chief, and in close collaboration with professional personnel responsible for normative and technical assistance projects, the incumbent will be responsible for the following duties:

- i. Normative actions and work programme: Develop normative tools and methodologies; Identification and systematization of best practices and case studies; Assist in providing technical and management support in urban governance systems and human settlements analysis needs assessments and other activities; Participate in advisory missions to carry out consultations aimed at developing urban governance normative tools; Support the preparation of governance reports, background and research papers; Support the development of the PLGS key directions and strategic goals according to the Section Work Programme.
- ii. Technical Advice and Cooperation: Advice and support field and technical cooperation projects including testing and implementation of developed tools; Assist in the preparation of concept notes for programme/project proposals and in the preparation and review of related documents/reports; Contribute to written outputs e.g. draft background papers, analysis, sections of reports and studies, among others; Provide feedback/comments on consultants' deliverables; Assist in ensuring an effective and efficient execution of projects and programmes, performing consulting assignments for enabling governance to keep pace with the demands of rapid urbanization.
- iii. Advocacy: Establish partnerships and cooperation mechanisms between various stakeholders; Develop Memorandums of Understanding (MoUs) and other instruments for advancing joint agendas with counterparts; Participate in establishing and promoting effective and continuous cooperation with the activities of other branches/sections/units of UN-Habitat.
- iv. Knowledge and capacity development: Assist in the development of the Agency's and its partners' normative capacity regarding urban governance; Contribute to the documentation of urban governance knowledge including best practices and success stories; Support the designing of trainings and other capacity building initiatives; Assist in developing strategic partnerships with universities and research centers; Development and dissemination of discussion papers and research publications.



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- v. Reporting, Evaluation, Coordination: Review and monitoring progress, evaluate results and assess impact on UN-Habitat urban governance work; Assist the preparation of monitoring and evaluation meetings; Supporting the preparation of annual reports and related templates.
- vi. Perform other duties as required.

Travel

The JPO will undertake official missions related to her/his work programme in different partner cities of the project, for research purposes and to support technical support missions. It is expected that project funds will be made available to support these missions.

The Policy, Legislation and Governance Section will also endeavour to identify opportunities to attend relevant international conferences where possible.

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 Policy, Legislation and Governance Section (PLGS), the JPO will be given on the job training in policy formulation and governance methodologies and frameworks. On the job training will include exposure to working in partnership with leading tertiary education and research institutions as well as private legal practitioners and consultants. In general, the JPO will have the opportunity to gain experiences in working with the United Nations system, as well as in working with international institutions and national and local governments. It is expected that the JPO attends international conferences on relevant topics, and s/he will be exposed to international and local best practices in his/her field of work, thus expanding her/his understanding of development issues related to urban governance.

Qualifications, experience and competencies required

Education

Advanced university degree (Master's degree or equivalent) in law, governance, international development or a related field.

Work Experience



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A minimum of two years of progressive experience in conducting research and analysis. Knowledge of urban governance issues is required. Experience in organizing workshops/missions and developing relations with governments and international partners is desirable. Experience in international organizations is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. English fluency is required to this post. Knowledge of another official United Nations language is an advantage.

Competencies

- **Professionalism:** 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.
- **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.
- **Client Orientation:** Considers all those to whom services are provided to be “clients ” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- **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 the 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.



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Supervision

This post is located in the Policy, Legislation and Governance Section (PLGS) in the Urban Practices Branch, UN Habitat at the Nairobi Duty Station under the direct supervision of the Chief of the Section.