



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

URBAN PRACTICES BRANCH

TERMS OF REFERENCE JUNIOR PROFESSIONAL OFFICER (JPO)

Position: Junior Professional Officer (JPO) – Persons with disabilities and older persons

Section: Human Rights and Social Inclusion Unit

Location: Nairobi

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. This position is located in the Human Rights and Social Inclusion Unit, which is part of the Urban Practices Branch in the Global Solutions Division, at UN-Habitat's headquarter in Nairobi, Kenya.

The Human Rights and Social Inclusion Unit is responsible for providing technical inputs and support to ensure human rights, gender and social inclusion are an integral part of every aspect of UN-Habitat's work. The unit ensures these cross-cutting issues and themes are considered in all projects and programmes derived from the four domains of change, through the development of normative tools, guidelines and through the HRSI Community of Practice.

Duties, responsibilities and expected outputs

The Associate Human Settlements Officer (Disability and Older Persons) will, under the guidance of the Chief of the Human Rights and Social Inclusion Unit, coordinate UN-Habitat's mainstreaming of the rights of persons with disabilities and older persons across all of UN-Habitat's work.

Within delegated authority, the Associate Human Settlement Officer (Disability and Older Persons) will be responsible for the following duties:



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- Supports the UN-Habitat-wide implementation and reporting of the UN Disability Inclusion Strategy.
- Researches, analyzes, and presents information gathered from diverse sources on related programme, projects or specific topics/issues.
- Contributes to the preparation of various written documents, e.g. drafts of research reports, background papers, project proposals, policy guidelines, etc.
- Develops and maintains relevant information related to the rights of persons with disabilities and older persons, specifically in the context of sustainable urban development; responds to various internal and external inquiries on the rights of persons with disabilities and older persons.
- Assists in the organization of meetings, seminars, conferences, workshops, etc. with other agencies and partners to facilitate exchanges of professional expertise and views on specific subjects/issues related to the human rights of persons with disabilities and older persons.
- Maintains awareness of current human rights and related issues related to persons with disabilities and older persons.
- Organizes and participates in internal capacity development on the rights of persons with disabilities and older persons, both at headquarter and with regional and country teams.
- Participates in project/programme formulation and mobilization of relevant resources, as well as the internal UN-Habitat project review and ESSS process to ensure the rights of persons with disabilities and older persons are appropriately mainstreamed across UN-Habitat's projects and programmes.
- Supporting the Chief of the Unit in building and maintaining impactful partnerships around the rights of persons with disabilities and older persons in the context of sustainable urban development.
- Deliver other duties as required by the supervisor.

Travel

It is not anticipated that this role would have extensive travel.

Training and Learning elements

Within the Human Rights and Social Inclusion Unit, the JPO will be given quality on the job training on project development and reviews, partnership strengthening, and development and implementation of tools and approaches that promote sustainable urban development. The



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JPO will also work closely with the team of the Human Rights and Social Inclusion Unit, which includes youth, gender and human rights specialists. They will also engage directly with UN-Habitat regional and country offices, and the experts in the various aspects of sustainable urban development. They 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).

Qualifications, experience and competencies required

Advanced university degree (master's degree or equivalent) in international human rights law, social science, public administration, international studies, sustainable development or a related field.

Previous work experience at the national and/or international level in one or more of the following fields is required: the rights of persons with disabilities and older persons

Proven experience in policy advice and capacity building in the context of the rights of persons with disabilities and older persons would be preferred.

Previous Work experience in the UN or other international development organizations and familiarity with working in different field offices and countries would be an asset.

Fluency in oral and written English is required. Knowledge of other UN languages would be an added advantage.

Supervision

The position is supervised by the Chief of the Human Rights and Social Inclusion Unit.