



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
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FOR A BETTER URBAN FUTURE

TERMS OF REFERENCE

JPO- Associate Programme Officer

Position: Junior Professional Officer (**Strategic Planning**)
Department/Office: Strategic Planning Unit; Strategic Planning and Monitoring Branch;
External Relations, Strategy, Knowledge and Innovations Division
United Nations Human Settlements Programme
Location: Nairobi

BACKGROUND

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 position is located in the Strategic Planning Unit of the External Relations, Strategy, Knowledge and Innovation Division (ERSKI) of UN-Habitat in Nairobi.

ERSKI is responsible for strategic planning, programmatic direction and operationalization of UN-Habitat's focal point role for the New Urban Agenda in the UN system and for coordination of Emergency Programmes.

The Strategic Planning and Monitoring Branch is responsible to advise on and coordinate strategic and policy matters related to the Programme's objectives, results-based programmes, budgets and resource mobilization for all sources of funds in achieving sustainable urban development; carries out corporate monitoring as well as the monitoring of global agendas.

The Strategic Planning Unit is responsible to lead and coordinate the development of UN-Habitat's strategic plan and results framework and its Workprogramme to the 4-year Strategic Plan (Strategic Direction, Planning and Management); to identify strategic growth potential of the portfolio, emerging issues on urbanization and strategic challenges and to develop policy positions and solutions on sustainable urban development.

The position reports to the Chief of the Strategic Planning Unit and will be responsible for the following:

Responsibilities

Working at the Strategic Planning Unit within the Strategic Planning and Monitoring Branch, and under the guidance of the Chief of the Strategic Planning Unit the **Associate Programme Officer/ Junior Professional Officer** will be responsible for the following duties:

- Support the strategy development of UN-Habitat's Strategic Plans, including the Strategic Plan 2026-2029 and annual Programmes of Work.

- Contributes to the collection and analysis of data as well as identification of trends or patterns and provides draft insights through graphs, charts, tables and reports using data visualization methods for data-driven planning, decision-making, presentation and reporting.
- Support research and survey initiatives; reviews, analyzes, and interprets responses, identifies problems/issues and presents information gathered from diverse sources.
- Support elaboration of written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications and resource allocation-related processes.
- Support programmatic and substantive reviews of drafts prepared by Offices and Units.
- Support substantive backstopping to consultative and other meetings and conferences.
- Support assignments on organizational reforms and improvements, in collaboration with other Offices and Units, by facilitating workshops, through other interactive sessions and assisting in developing the action plan the organization will use to manage the change.
- Support substantive work programmed activities undertaken by the Strategic Planning Unit.

Competencies:

- **Professionalism:** Knowledge and understanding of humanitarian, emergency relief assistance and related human rights 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, work under pressure, on occasion in a highly stressful environment (e.g., civil strife, natural disasters, and human misery). 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; monitors and adjusts plans and actions as necessary; uses time efficiently.

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 Strategic Planning Unit, the JPO will have the opportunity of on-the-job training.

TRAVEL

The JPO will undertake official missions related to her/his work programme in relation to strategic planning.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

Education

Advanced university degree (Master's degree or equivalent) in social science, public administration, international studies, economics, sustainable development, or a related field is required.

Work Experience

A minimum of two years of progressive experience in project or programme management, administration or related area is required.

Experience in preparing annual programme performance reports and policy development, analysis of issues and trends and/or coordination of evaluations is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this position fluency in English is required. Knowledge of another UN official language would be an advantage.

Additional requirements are:

- ✓ Very good oral and written communication skills.
- ✓ Good interpersonal skills; culturally and socially sensitive; able to work inclusively and collaboratively with a range of partners;
- ✓ Ability to work effectively in a multicultural team of international and national personnel;
- ✓ Computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- ✓ Self-motivated and ability to work with deadlines.