



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**

**OFFICE OF THE EXECUTIVE DIRECTOR**

**TERMS OF REFERENCE  
JUNIOR PROFESSIONAL OFFICER (JPO)**

**Position:** Junior Professional Officer (JPO)

**Section:** Office of the Executive Director

**Location :** UNHABITAT HQ – Nairobi, Kenya.

**Supervision:** Direct Supervision by: Chief of Staff

As part of the UNHABITAT JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO
- Establishment of a work plan, with clear key results
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment
- Easy access to the supervisor
- Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness
- Guidance and advice in relation to learning and training opportunities within the field of expertise

**Background and justification**

The United Nations Human Settlements Programme (UN-Habitat) is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities. UN-Habitat is the focal point for all urbanization and human settlement matters within the UN system.



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UN-Habitat works with partners to build inclusive, safe, resilient and sustainable cities and communities. UN-Habitat promotes urbanization as a positive transformative force for people and communities, reducing inequality, discrimination and poverty.

**Our mission:** UN-Habitat works in over 90 countries to promote transformative change in cities and human settlements through knowledge, policy advice, technical assistance and collaborative action. UN-Habitat's strategic plan 2020-2023 adopts a more strategic and integrated approach to solving the challenges and opportunities of twenty-first century cities and other human settlements. UN-Habitat's mission embodies the four main roles of the organization, which can be summarized as: think, do, share, and partner.

### **Duties, responsibilities and expected outputs**

- Identifies and introduces business processes that will improve administrative and communication procedures, systems, and practices;
- Provide analysis, elaborate, implement and monitor communication strategies and plans in support of the Annual Work Plans;
- Assist in planning meetings with Member States and delegations; coordinate the preparation of talking points and track implementation of action points;
- Contribute to drafting relevant policy papers in coordination with other team members;
- Contribute to the preparation of speeches and talking points for the Executive Director and other senior OED officials, as requested;
- Support the organization of events, meetings, regional workshops, round-tables and conferences such as the urban October, world habitat day, world cities day etc.;
- Following and preparing concise reporting on developments in regional and country offices and thematic areas by following related meetings, Working Groups etc., with a view of keeping the Executive Director, Deputy Executive Director, and Chief of Staff informed on the progress;
- Assist in preparing regular and ad hoc status reports on substantive and operational matters of the divisions and outposted offices;
- Support to identify, analyse, monitor and provide reporting about political developments, trends and emerging issues that could affect the work of the organisation;
- Assist with the day-to-day schedule and communication of the Executive Director's office;
- Perform other tasks as required by the supervisor.

### **Travel**



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The JPO may undertake official missions related to her/his work programme including travel to assist/attend events and meetings.

### Training and Learning elements

As part of the overall framework of the JPO programme, the JPO will benefit from the following training and learning opportunities:

- Use of yearly JPO duty-related travel and training allocation (DTTA) to increase his/her technical capacities in various areas.
- Participation in workshops, conferences and trainings organized in person and virtually.
- On-the-job training and regular mentoring by staff members of UN-Habitat as well as interaction with other UN agencies, partners, donors and government counterparts.

### Qualifications, experience and competencies required

**Education:** Advanced University degree (Master's degree or equivalent) in one or more of the relevant fields, including urban or regional planning, smart cities, communications, journalism or related fields is required. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advance university degree.

**Work experience:** At least two (2) years of progressively responsible professional experience in social/economic sustainable development, urban/regional planning, data analysis, or communications related work.

Experience drafting speeches, briefing materials and talking points as well as reports and official correspondence is required.

**Language:** English and French are the working languages of the United Nations Secretariat. For this post, fluency in English is required.

### **Core Competencies:**

- Ethics & Values
- Working in Teams
- Communicating Information & Ideas
- Self-management & Emotional intelligence
- Decision making



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## **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

## **United Nations Considerations**

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence, and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law. The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment. Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of inspira account-holder homepage. Applications are pre-screened by the system according to the published requirements of the job opening based on the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.