UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
P.O. Box 30030, Nairobi 00100, Kenya
unhabitat-info@un.org | www.unhabitat.org

FOR A BETTER URBAN FUTURE

TERMS OF REFERENCE
JUNIOR PROFESSIONAL OFFICER (JPO)

Position: Junior Professional Officer
Section/Branch: Knowledge and Innovation Branch
Location : Nairobi, Kenya

BACKGROUND AND JUSTIFICATION

Urbanization is one of the global megatrends of our time which is evidently unstoppable and irreversible. At the same time, the world is becoming increasingly digital. Data, artificial intelligence, connectivity and the new digital economy are shaping the future of our cities and societies. While digital technology offers vase benefits for transforming cities and quality of life, the risks are also significant in terms of the digital divide and gaps in protecting rights and privacy. UN-Habitat therefore promotes a people centered smart cities approach globally.

The position is located in the Knowledge and Innovation Branch within the External Relations, Strategy, Knowledge and Innovation Division (ERSKI) of UN-Habitat in Nairobi. Through its Innovation Unit, the Knowledge and Innovation Branch is responsible for the development of an organizational strategy and policy on knowledge and innovation, smart cities and digital transformation. Working closely with the People Centered Smart Cities Flagship Programme, the Branch advances people focused urban digital transformation. Importantly, through a resolution of the second session of the United Nations Habitat Assembly, the Agency has been mandated by Member States to develop international guidelines for People Centered Smart Cities to guide national and local regulations, plans, and strategies. The Knowledge and Innovation Branch serves as the focal point for this process.

The incumbent of this position reports to the Chief of the Knowledge and Innovation Branch.

DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS

Within delegated authority the JPO will assist with the development of the following outputs contributing UN-Habitat's portfolio on innovation, digital urban transformation and "smart cities" with the following responsibilities:

Advancing people Centered Smart City development

- Carry out policy research and analysis in the field of smart cities and urban digital transformationSupport coordination of UN-Habitat's engagement with other UN organizations and key partners on people centered smart cities to generate synergies, promote collaboration and scale impact

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- Support contributions on people centered smart cities at major strategic events and engagements including the World Urban Forum

Development of International Guidelines on People-Centered Smart Cities

- Supports the development of the international guidelines in close coordination with Member States and other key stakeholders involved in the process.

- Provides technical support to the drafting of the guidelines

- Monitors the developments and regularly reports on progresses to senior leaderships and Member States

- Conducts analysis and research on smart cities and digitalization globally to support the development of the guidelines and supports the liaison with regional and country offices to collect good practices and case studies

- Supports the advocacy and outreach activities to promote the various activities pertinent to the guidelines development and to communicate on results

- Provides support to the organization of regular consultations and dedicated experts group meetings online and in-person, as needed

- Supports the development of a programmatic approach for the implementation of the international guidelines on People Centered Smart Cities globally, following their endorsement.

Coordination and Partnerships

- Prepares outreach activities; conducts training workshops, seminars; presents on assigned Smart Cities related topics/activities to a wide range of audiences to increase awareness and partnerships

- Participate as UN-Habitat representative in global/regional events on smart cities to ensure that the programme principles and examples are mainstreamed.

- Supports the development of new partnerships, including with UN Office of the Secretary General's Envoy on Technology, UNESCO, UNHCR, and others.

- Supports activities foreseen by existing MOU with ITU for the United Nations for Smart and Sustainable Cities (U4SSC), the Cities Coalition for Digital Rights, amongst others.

Results Expected:

- Accelerated global promotion of people centered smart city approaches
- Effective and timely preparation of the international guidelines on People Centered Smart Cities

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- Defined programmatic approach for the implementation of the international guidelines on People Centered Smart Cities
- Enhanced UN-Habitat contribution to the UN-wide system work on digitalization and smart cities
- Enhanced and scaled global partnerships on innovation and smart cities

TRAVEL

The JPO might undertake official missions related to her/his work programme for e.g., training and capacity development support 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 (approximate cost of US$4,000).

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. The JPO will have the opportunities for on-the-job training in the management and administration of a United Nations programme. The JPO should attend 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.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

Education: Advanced university degree in in economics, social science, international relations and public policy, urbanism and/or applied computer science is required. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: For applicants with an advanced university degree (Master's degree or equivalent), a minimum of two (2) years of progressively responsible experience in project or programme management is required. Experience in working on issues of digitalization, e-governance, digital standards, digital rights and inclusion, smart cities solutions, green transition is highly desirable. For applicants with a first-level university degree, a minimum of four years of progressively responsible experience in the areas cited above is required.

Language: English and French are the working languages of the UN Secretariat. For this position, fluency in oral and written English is required. Knowledge of another UN official language is an advantage. .

Competencies:

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Professionalism: Ability to analyse a diverse range of complex and unusual issues and problems and in developing innovative and creative solutions. Strong analytical skills and ability to conduct comprehensive research on a wide array of issues, including those of a unique and/or complex nature; proficiency in writing and the ability to prepare reports, opinion papers, and a variety of other instruments and related documents. Discretion and sound judgment in applying expertise to often sensitive and/or confidential issues. Strong negotiating skills and ability to reach agreement amongst divergent views. Ability to work to tight deadlines and handle multiple concurrent projects/cases. Knowledge of international relations and of UN system, organization and interrelationships. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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.

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.

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 ay not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

SUPERVISION

This position is in the Knowledge and Innovation Branch within the External Relations, Strategy, Knowledge and Innovation Division (ERSKI) of UN-Habitat in Nairobi, Kenya. The JPO reports directly to Chief of Branch.