



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME  
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**FOR A BETTER URBAN FUTURE**

## **Terms of Reference**

### **Junior Professional Officer (JPO)**

**Position:** Junior Professional Officer (Researcher)  
**Section/Unit:** Global Reports and Trends Unit  
**Location:** UN-Habitat Headquarters, Nairobi, Kenya

### **Organizational Setting**

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 adoption of the New Urban Agenda (NUA) in 2016 following the Third United Nations Conference on Housing and Sustainable Urban Development was a major milestone in global urban policy. The NUA charts the course and provides an action-oriented roadmap to guide sustainable urban development globally over the next 20 years. The NUA and the Sustainable Development Goals, which includes an urban goal— SDG 11 to make cities and human settlements safe, inclusive, resilient, and sustainable, firmly place urbanization at the forefront of international development policy. UN-Habitat, in close collaboration with other relevant entities of the United Nations system, will every four years submit a report on the progress of the implementation of the NUA to the General Assembly.

The JPO position is in the Global Reports and Trends Unit within the Knowledge and Innovation Branch, United Nations Human Settlements Programme (UN-Habitat). The Global Reports and Trends Unit takes lead in the preparation of UN-Habitat's flagship report, the World Cities Report. The JPO will be expected to conduct research and analysis in relation to the World Cities Report whose current theme is 'Cities and Climate Action'. In addition, the JPO will carry out other duties as assigned in relation to UN-Habitat's Assembly resolution on climate change and smart cities as well as strategic duties relevant to the Knowledge and Innovation Branch.

### **Responsibilities**

Within delegated authority, the JPO will be responsible for the following duties:

- Analysis of urban development issues at the global, regional and national levels; undertakes research and analysis of urban trends, developments, and related policy issues, including sustainable urban development for social inclusion and ending poverty; sustainable and inclusive urban prosperity and opportunities for all; and environmentally sustainable and resilient urban development.
- Researches, analyzes and presents urban and human settlements information gathered from diverse sources. Contributes written reports and documents by preparing reports or sections of reports, case studies, and background papers relevant to sustainable urbanization and human settlements.
- Contributes to the preparation of the World Cities Report, Regional and National Reports of the State of Cities and Human Settlements.

- Contributes to Quadrennial Reports on the implementation of the New Urban Agenda and other internationally agreed goals and targets relevant to sustainable urbanization and human settlements.
- Provides technical assistance to Member States on the preparation of national reports on internationally agreed goals and targets relevant to sustainable urbanization settlements.
- Reviews, revises, summarizes and edits country reports on internationally agreed goals and targets relevant to sustainable urbanization.
- Works with key partners, governments, local authorities, including global research networks on topics relating to sustainable urbanization.
- Assists in the planning, organizing and servicing of expert group meetings.
- Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.
- Any other duties as needed.

## **Supervision & Evaluation**

The JPO will work directly under the supervision of the Chief- Global Reports and Trends Unit. During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize his work plan. The final work plan will be discussed and mutually agreed between the JPO and his/her supervisor.

The United Nations Performance Evaluation System (e-pas) will serve as a primary platform to evaluate the JPO's performance. Both will establish a calendar of evaluation meetings to ensure that the JPO is on track with the agreed workplan and has the needed support for achieving defined results. A mid-term evaluation may help review and redefine certain goals, thus an important stage in the evaluation process.

## **Training component: Learning elements and expectations**

On completion of the assignment, the JPO will have undertaken learning courses provided by the Human Resources Management Service (HRMS) of the United Nations Office of Nairobi (UNON). The JPO will also have gained vast experience in preparing a United Nations flagship report, national and regional reports. Additionally, the talent will be knowledgeable about the key issues related to cities and climate action, urban trends, sustainable urban development for social inclusion and ending poverty; sustainable and inclusive urban prosperity and, environmentally sustainable and resilient urban development. It is expected that the JPO will become fully conversant with the New Urban Agenda (NUA) and the Agenda 2030 for Sustainable Development.

## **Education**

Advanced university degree (Master's degree or equivalent) in Urban Planning, Urban Development, Urban Geography, Human Geography, Economics, Social Sciences, Development Studies, Urban Governance, Regional Planning, Architecture, or any other related field.

## **Work Experience**

A minimum of two years of progressive experience in urban development, research and policy analysis at the local, national and international levels. Experience in networking; conducting policy reviews and preparation of policy recommendations for decision-makers; demonstrable analytical, drafting, reporting and presentation experience; experience in analyzing, summarizing, and presenting data on urban issues using relevant computer software; and experience in the coordination of multiple contributors to major reports.

## **UN Competencies**

**Professionalism:** Demonstrable understanding of theories and concepts related to urbanization including social and economic development, urban economics, spatial development, local economic development and planning, urban, and regional and territorial planning. Strong research and writing skills. Ability to carry out research on the social, economic, political, spatial and planning dimensions of cities and human settlements at local, national and international levels. Ability to evaluate and integrate information from a variety of sources using standard methodologies and analytical techniques and draw conclusions and assess impacts at different levels. Experience in preparing large reports. Ability to review, edit and summarize the work of others. Strong analytical capacity and the ability to identify, analyze and articulate difficult issues/problems. 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 and disability perspectives ensuring the equal participation all 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.

**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 and Organization:** Develops clear goals that are consistent with agreed strategies and accountabilities; 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.

## **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.

## **Workforce Diversity:**

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.