



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 (JPO)

Section: Climate change adaptation in urban areas, urban sociology

Location: UN-Habitat Tunisia Office

Background and justification

The United Nations Human Settlements Programme (UN-Habitat) is the United Nations agency for human settlements. It is mandated by the United Nations General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all.

In October 2016, at the UN Conference on Housing and Sustainable Urban Development – Habitat III – member states signed the New Urban Agenda. This is an action-oriented document which sets global standards of achievement in sustainable urban development, rethinking the way we build, manage, and live in cities. Through drawing together cooperation with committed partners, relevant stakeholders, and urban actors, including at all levels of government as well as the private sector, UN-Habitat is applying its technical expertise, normative work and capacity development to implement the New Urban Agenda and Sustainable Development Goal 11 – to make cities inclusive, safe, resilient and sustainable.

UN-Habitat's Regional Office for Arab States (ROAS) manages UN-Habitat's project portfolio in the Arab region. It ensures that country priorities are in alignment with the UN-Habitat's organizational policies and strategic objectives and brings through its Regional Representative to the attention of the Executive Management Committee (EMC) opportunities and challenges in the region, allowing for timely feedback and responses to urgent demands and requests from Member States. UN-Habitat is part of the ROAS.

UN-Habitat has been operational in Tunisia since the end of 2019. Since then, its objective has been to help cities cope with climate change and recurring socio-urban crises through a multi-sectoral, bottom-up approach, while applying its normative and operational expertise to do so. This is in line with the ongoing decentralization process, and includes the impact of the crisis of Sub-Saharan migrants mainly absorbed in urban areas, the COVID-19 post pandemic, socio-economic crises and gender equality. Specific areas of intervention include climate change adaptation measures, solid waste management, shelter and housing, water, urban agriculture, sanitation and hygiene, capacity building of local authorities and other public institutions, urban analysis and policy work at national and sub-national levels, urban planning and development, and other urban crisis response and recovery actions.



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UN-Habitat works closely with United Nations agencies, local and international non-governmental organizations (NGOs), and national and local authorities to implement its activities at national, governorate and municipal levels, particularly in the context of decentralization.

The successful candidate will be working under the direct supervision of the Representative of UN-Habitat Tunisia.

S/he will be coordinating programs and project operations in Tunisia and working closely with a wide variety of local, national and international partners in the country.

Duties, responsibilities and expected outputs

Responsibilities and duties : Under the supervision of the Head of office, the JPO Officer will be responsible for the following duties:

- Researches, analyzes, and presents information gathered from diverse sources on assigned topics/issues, especially regarding the Development Financial Initiatives on possible resource mobilization and funding raising.
- Contributes to the preparation of various written documents, e.g. drafts of research reports, background papers, programme/project proposals, policy guidelines, etc.
- Ensures development, implementation, and monitoring of assigned programmes and projects; reviews relevant documents and reports;
- Identifies socio-economic problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Provides technical insights and advises on issues related to human settlements, cities resilience and projects management.
- Strengthen the process of climate change adaptation measures being applied to Tunisia towns and cities through UN-Habitat's mandate and expertise.

Hence, the JPO is expected to perform the following:

- Assist in ensuring that UN-Habitat interventions and projects are climate change mainstreamed through incorporating into project planning and implementation relevant environmental and social safeguards and climate change considerations since the early project inception and review phases.



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- Assist as needed in environmental and social safeguards' reporting and monitoring requirements at UN-Habitat.
- Assist in proposal writing and ensuring that the incorporation of climate change considerations (adaptation and mitigation) are embedded within proposed project activities in urban areas.
- Attends, and assists in organizing climate change related workshops, and actively engaging with environmental stakeholders and actors to advance on the national climate calendar of Tunisia and the Arab region.
- Supports the project teams in reporting and documenting all climate related projects and initiatives of UN-Habitat.
- Assists in identifying and prioritizing climate change financing opportunities in the country through the development and continuous update of a related donor mapping system.
- Assist in liaising with UN-Habitat regional partners to ensure appropriate coordination with the regional programmes and global flagships programme.
- Assists in the organization of meetings, seminars, conferences, workshops, etc. with other agencies and partners to facilitate exchanges of professional expertise.
 - Participates in technical assistance and/or other missions as requested.
 - Delivers other duties as required by supervisor.

Travel

The JPO will undertake official missions related to her/his work programme in different cities of the country for, e.g., guidelines and tool application and training purposes. In most cases, funds can be made available through project sources.

Training and Learning elements

The JPO will have the opportunity to participate in a variety of training courses provided locally by the office and 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.. In general, the JPO will have the opportunity to gain experiences in working with the United Nations system, as well as with working with international institutions and national and local governments. It is expected that the JPO attends 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, thus expanding her/his understanding of development issues related to urban policies and urban planning.

Qualifications, experience and competencies required

Advanced university degree ((Master's degree or equivalent is a plus).) in urban planning, Climate change, Public policy, urban sociology or a related field.



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Work Experience: A minimum of five years' progressively responsible experience in the field of climate change, sustainable urban and social planning/development and related areas. International experience is desirable.

Competencies

- **Professionalism:** Knowledge and understanding of sustainable urban development, Development Financial Initiatives, resource mobilization, fund-raising and project planning, formulation and implementation 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. 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; shows persistence when faced with difficult problems or challenges; 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.

Languages:

French and English are the working languages of the United Nations Secretariat and in UN -Habitat in Tunisia. For the post advertised, fluency in French and good knowledge of English including good drafting skills are required. Arabic is a strong asset.

Supervision

- *The JPO will be under the overall supervision of the Regional Representative, ROAS.*



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