



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

## **REGIONAL PROGRAMME DIVISION, Coordination Office**

### **TERMS OF REFERENCE**

#### **JPO- Associate Human Settlement Officer (Development & Humanitarian)**

**Position:** Junior Professional Officer (Regional Programme Division, Coordination Office)

**Department/Office:** 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. This position is located in Coordination Office of Regional Programme Division (RPD/CO), at Headquarter of UN-Habitat in Nairobi, Kenya, and reporting to Director of the Regional Programme Division (RPD).

The RPD/CO serves as the coordination hub of planning, implementation and monitoring of regional programmes and country activities. Under RPD/CO, It's collects and processes a variety of information and project implementation updates from the field, including regional and country offices, needed for corporate reporting, trends analysis, aggregation and policy guidance supporting the Division in delivering on its substantive mandate while providing a "one-stop office" for liaison and interaction between strategic and normative units at headquarter, on one hand, and regional offices, as well as Multi-country offices and country offices, on the other hand. .

### **Responsibilities**

Working at the Coordination Office in Regional Programme Division, the Associate Human Settlement Officer (Development & Humanitarian) will, under the guidance of the Director of RPD, coordinate and response to regional humanitarian and development activities at Headquarter level and designated regional level and provide support in the design and delivery of the programme and projects at countries.

Within delegated authority, the Associate Human Settlement Officer (Development & Humanitarian) will be responsible for the following duties:

- In consultation with the Director of RPD, assists the country and regional offices in the design and preparation of operational programme/project on development, humanitarian, disaster deduction, emergency relief and related issues and in various follow-up activities.

- Researches, analyzes, and presents information gathered from diverse sources on related programme, projects or specific topics/issues, regarding the Humanitarian, Development Financial Initiatives on possible resource mobilization and fund raising.
- Contributes to the preparation of various written documents, e.g. drafts of research report, background papers, project proposals, policy guidelines, etc.
- Develops and maintains relevant information collected by RPD, specifically related to operation in development and humanitarian context countries; responds to various internal and external inquiries on RPD.
- Assists in the production of appeals for international assistance related to development and humanitarian issues to support respective country programmes.
- Assists in the organization of meetings, seminars, conferences, workshops, etc. with other agencies and partners to facilitate exchanges of professional expertise and views on specific development and humanitarian-related subjects/issues.
- Maintains awareness of current development and humanitarian affairs and related issues, to include relevant political, policy, gender considerations or other developments in specific area about which country or region concerned.
- Participates in technical assistance, disaster assessment or other missions as requested.
- Participates in project/programme formulation and mobilization of relevant resources. Following on programme/project implementation and management.
- Coordinates with regional offices and Inter-regional Advisors on projects/programmes information.
- Deliver other duties as required by supervisor and Director of RPD.

### Competencies:

- **Professionalism:** Knowledge and understanding of sustainable urban development, Development Financial Initiatives, resource mobilization, 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

Within the Coordination Office of Regional Programme Division, the JPO will be given quality on the job training on programme development and coordination, partnership strengthening, and development and implementation of tools and approaches that promote sustainable urban development. The JPO will also work closely with heads of UN-Habitat regional and country offices, the experts in the various aspects of sustainable urban development. She/he will gain hands-on experience in integrating normative and operational work within the guiding frameworks and institutional set-up of the United Nations.

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).

## QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

Advanced university degree (master's degree or equivalent) in social science, public administration, international studies, economics, sustainable development or in a field deemed relevant to the subject areas covered by these Terms of Reference.

Previous work experience at the national and/or international level in one or more of the following fields is required: sustainable development, urban planning and design, humanitarian affairs, emergency preparedness, rehabilitation, economics, project management, or related area. Proven experience in Project Management, Planning and/or in the implementation of projects is preferred.

Previous Work experience in the UN or other international development organizations and familiarity with working in different field offices and countries would be an asset.

Fluency in oral and written English is required. Knowledge of French would be an added advantage.

Additional requirements are:

- ✓ Very good oral and written communication skills and able to tailor the communication style to the intended audience;
- ✓ Accuracy and professionalism in document production and editing;
- ✓ Excellent interpersonal skills; culturally and socially sensitive; able to work inclusively and collaboratively with a range of partners;
- ✓ Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;

- ✓ Solid overall 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, ability to work with minimum supervision and within tight deadlines.