



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
P.O. Box 30030, Nairobi 00100, Kenya
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FOR A BETTER URBAN FUTURE

Mesoamerica Office in Mexico, City

TERMS OF REFERENCE

JPO – Support to Urban Agenda programme in Central American countries

Position: Junior Professional Officer (Mesoamerica Hub)

Department/Office: United Nations Human Settlements Programme

Location: Mexico City, Mexico.

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 the Mesoamerica Hub, in Mexico City, Mexico and reporting to the Coordinator of the Mexico and Mesoamerica Office.

The UN-Habitat Mexico and Mesoamerica Office has been in Mexico for almost 20 years promoting sustainable urban development. It seeks to technically assist national and local governments, and other social and academic actors, in the implementation of the Sustainable Development Goals (SDG's), particularly SDG 11 "Sustainable Cities and Communities" and the precepts of the New Urban Agenda. Therefore, its actions are focused on the design, implementation and evaluation of urban policies and planning instruments, using best practices and knowledge accumulated in different parts of the world on topics such as planning, governance, economic development, climate change and citizen participation.

With its work, the Mexico and Mesoamerica Hub seeks to support national and local policies with the purpose of mitigate the negative effects that result from accelerated and unsustainable urbanization processes, becoming a warrantor of the benefits that sustainable urbanization offers and contributing to the reduction of urban poverty and the improvement of the population's quality of life.

UN-Habitat has a partnership with the Central America Social Integration System-SISCA to develop a subregional programme in the eight countries of the system: Belize, Guatemala, Honduras, El Salvador, Nicaragua, Costa Rica, Panama and Dominican Republic. As a part of this programme UN-Habitat has been supporting the development



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of National Urban Policies and well as strategies and concrete interventions on informal settlements in the subregion. UN-Habitat and Sisca are looking into the projection and expansion of the strategy in the context of the efforts on sustainable urban development and the localization of SDGs in the eight countries.

Responsibilities

Working at the Mexico and Mesoamerica Hub, the JOP will, under the guidance of the coordinator of the Mexico and Mesoamerica Office, support the development of activities at subregional level and provide support in the design and delivery of the program and projects of the hub in the eight countries.

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

- In consultation with the Coordinator of the Office, assists in the design and preparation of operational programs development and in various follow-up activities, especially with a focus towards the implementation of the New Urban Agenda and with a focus on communities left behind in the informal settlements.
- Participates in programme/project mapping, formulation, and mobilization of relevant resources with a focus on city development and urban integrated operations. Following on programme/project implementation and management.
- Coordinate with members of the Mesoamerican countries hub (Belize, Honduras, Guatemala, El Salvador, Nicaragua, Costa Rica, Panama, Dominican Republic) projects/program information.
- 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, particularly, with a focus towards housing and social infrastructure in informal settlements and aiming at the reinforcement of the integrated territorial approach.
- Assists in the organization of meetings, seminars, conferences, workshops, etc. with other agencies and partners to facilitate exchanges of professional expertise.
- Contributes to the preparation of various written documents, e.g. drafts of research reports, background papers, programme/project proposals, policy guidelines, etc.
- Develops and maintains relevant information collected by the Mexico and Mesoamerica HUB on specific topics; responds to various internal and external inquiries on the Mexico and Mesoamerica HUB.
- Participates in technical assistance and/or other missions as requested.
- Delivers other duties as required by coordinator of the Mexico and Mesoamerica HUB.



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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; 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.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

Advanced university degree (master's degree or equivalent), in a field deemed relevant to the subject areas covered by these Terms of Reference such as urban planning, territorial development, public policy, international relations and/or related fields.

Previous work experience, 8 to 10 years, at the national and/or international level in one or more of the following fields is required: sustainable development, urban planning and design, informal settlements, climate resilience, international studies, public policy and social



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sciences. 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 as well as on projects or initiatives related to internal displacement and reincorporation is preferred and will be highly valued.

Fluency in oral and written English is required.

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.