



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

FOR A BETTER URBAN FUTURE

Regional Office for Africa

TERMS OF REFERENCE JUNIOR PROFESSIONAL OFFICER (JPO)

Position: Junior Professional Officer (Cities and Climate Change Specialist)

Section: East and Horn of Africa Sub-Region/ Regional Office for Africa

Location : Nairobi, Kenya

Background and justification

The United Nations Human Settlements Programme, UN-Habitat, is the United Nations 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. As the United Nations focal point on human settlements, UN-Habitat will lead advocacy efforts to raise awareness of sustainable urbanization issues; provide evidence-based policy advice; build capacities; develop tools, norms and standards based on best practices; work on demonstration projects and aid national Governments, local authorities, and other public institutions responsible for urban issues. To enable it to respond to the challenges and opportunities of 21st Century cities and human settlement in a more holistic way, and to address one of the most significant areas of need in developing countries; UN Habitat has adopted a more strategic and integrated approach that is more systematic, going beyond addressing only the symptoms of malfunctioning urbanization. It is integrated, rather than sectorial, transformative rather than fragmentary and links urbanization and human settlements to sustainable development by focusing on prosperity, livelihoods, and employment.

The vacancy is for the East and Horn Region within the Regional Office in Africa

UN-Habitat Regional Office in Africa (ROAf), located in Nairobi, Kenya, is working with African governments to take early action to position themselves for predominately urban populations. The portfolio of ongoing projects in Africa is very diverse in terms of geographic coverage and development partners. The Office covers Sub-Saharan Africa, consisting of 49 countries and 22 active countries.

Duties, responsibilities and expected outputs.



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Under the direct supervision of the Senior Human Settlements Officer, the Junior Professional Officer will be responsible of the following activities:

- Research, document and evaluate existing innovative approaches and experiences at the East and Horn of Africa sub-region with regard to models for improving city climate action.
- Initiate documentation and dissemination of case studies on best-practice models and effective national and/or local policy frameworks to address the role of cities and the private sector in the delivery of climate adaptation and mitigation action.
- Undertake research and develop guidance materials on improved urban climate action for the sub-region.
- Researches, analyzes, and presents information gathered from diverse sources.
- Assists in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies.
- Undertakes survey initiatives; designs data collection tools; reviews, analyzes, and interprets responses, identifies problems/issues and prepares conclusions.
- Provides support in preparing various written outputs, e.g., draft background papers, analysis, sections of reports and studies, inputs to publications, etc. Develops high quality concept notes and guidance materials in consultation with clients.
- Provides substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc. in the field of climate change.
- Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.
- Participates in field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.
- Contributes and supports in coordinating activities related to budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).
- Performs other duties as required.

Travel

For this JPO post, occasional travel is required to provide technical assistance to countries, present results and research and organize sub-regional trainings.

Training and Learning elements.

As part of the overall framework of the JPO programme, the JPO will have the opportunity to gain experiences in working with the United Nations system, as well as work with other international



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partners and the local government departments. 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 attend local, regional, or international conferences/ workshops/seminars on topics related to the works being carried out by the UN-Habitat Sub-Regional office for Africa. The JPO will be provided with an On-the-job training and regular mentoring by staff members of UN-Habitat Sub-Regional Office for Africa as well as interaction with other UN Habitat Branches, UN agencies, donors and government counterparts.

Qualifications, experience, and competencies required.

Education

Advanced University degree (master's or Equivalent) in Urban Studies, Environmental Sciences or related fields such as Public Administration with knowledge on climate change, or a first degree with the relevant combination of professional and academic qualifications.

Work Experience

At least two (2) years of relevant experience in public, private or community organisations with a focus on practical implementation of city climate action projects and programmes or the management of climate action strategies at the national and/or city level.

Languages

For the post advertised, excellent fluency in oral and written English is required.

COMPETENCIES

- **Professionalism:** Interest and familiarity with current practice and theory of urban and territorial planning and its contribution to sustainable urban development. Shows pride in work and in achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges and remains calm in stressful situations.
- **Planning and 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.
- **Communication:** Speaks and writes clearly and effectively; can express concepts through drawings and sketches; listens to others, correctly interprets messages from others and



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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.

Supervision

The vacancy is full time and located in the UN-Habitat Sub-Regional Office for Africa in Nairobi, Kenya. The JPO will work under the direct supervision of the Senior Human Settlements Officer in the Regional Office for Africa