



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME  
P.O. Box 30030, Nairobi 00100, Kenya  
[unhabitat-info@un.org](mailto:unhabitat-info@un.org) | [www.unhabitat.org](http://www.unhabitat.org)

## FOR A BETTER URBAN FUTURE

### Regional Office for Africa

#### TERMS OF REFERENCE JUNIOR PROFESSIONAL OFFICER (JPO)

**Position:** Junior Professional Officer (Urban and Regional Planning)

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

**Location:** 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 of Africa 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.

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



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- Provides support to the overall management of the East and Horn of Africa Region; supports the facilitation of the sub-regional activities; provides substantive support to development of the sub-regional work plan; works with project managers and other colleagues for the monitoring of the sub-regional workplan and activities; assist in organizing complex activities and events.
- Works with key clients to facilitate the development, implementation, and evaluation of the East and Horn of Africa Region workplan and programmes; monitors and analyzes specific aspects of programme/project development and implementation in the areas of urban and regional planning; reviews relevant documents and reports; identifies problems and issues to be addressed and recommends corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Carries out basic research on selected aspects of UN-Habitat's programmes, operations, and other activities, etc., relevant for the East and Horn of Africa Region workplan, including collecting, analyzing and presenting statistical data and other information gathered from diverse sources.
- Provides substantive support for policy coordination and evaluation functions, including the review and analysis of emerging issues and trends, participation in evaluations or research activities and studies.
- Provides technical urban and regional planning inputs into specific deliverables such as urban plans, urban designs, reports, and other outputs.
- Provides design support and services to city-wide planning process, planning implementation projects and public space initiatives including design review, recommendations, and evaluation.
- Assists in planning and facilitating public participation workshops, through interactive sessions and assisting in developing the action plan the client will use to manage the change.
- Participates in survey initiatives; assists with design of data collection tools; issues data collection tools, reviews, analyzes, and interprets responses, identifies problems/issues and prepares preliminary conclusions.
- Contributes to the preparation of various written outputs, e.g., draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- Provides administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.
- Undertakes outreach activities; participates in the development of training workshops, seminars, etc.; participates in and makes presentations on assigned topics/activities, assist in the development of communication materials for the sub-region.
- Participates in field missions, including provision of substantive and administrative support, data collection, focus groups, etc.



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- Support in coordinating activities in the Regional office.
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and preparation of 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 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 degree or equivalent) in one or more of the relevant fields, including urban planning, architecture, environmental management, engineering, social sciences or related fields, human geography or a related field. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advance university degree.

#### **Experience**



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A minimum of two (2) years of progressively responsible experience in Project/Programme management, urban planning and design, urban management, participatory planning processes and /or local governance matters or related area, is required. Working experience with an international organization in a post conflict environment is desirable.

### 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 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