



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

## **REGIONAL OFFICE FOR ASIA AND THE PACIFIC**

### **TERMS OF REFERENCE**

#### **JUNIOR PROFESSIONAL OFFICER (JPO)**

**POSITION:** Junior Programme Officer (JPO)  
**SECTION:** Regional Office for Asia and the Pacific / Country Offices  
**LOCATION:** Multiple duty stations Phnom Penh/Cambodia - Beijing/China – Delhi/India  
- Vientiane/Lao PDR – Yangon/Myanmar – Kathmandu/Nepal

### **BACKGROUND AND JUSTIFICATION**

The United Nations Human Settlements Programme (UN-Habitat) is the agency for human settlements mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. UN-Habitat helps the urban poor by transforming cities into safer, healthier, greener places with better opportunities where everyone can live in with dignity. It works with organizations at every level, including all spheres of government, civil society and the private sector to help build, manage, plan and finance sustainable urban development.

The UN-Habitat Regional Office for Asia and the Pacific (ROAP) was established in August 1997 in Fukuoka. The Office serves countries in the Asia and Pacific region to implement the Habitat Agenda. Part of ROAP's strategic role is to foster international understanding and cooperation and to foster regional, national, city, and local capacity and cooperation to enable sustainable local solutions and constructive partnerships within and between various stakeholder networks. To support this partnership-based approach, ROAP continues to promote appropriate policy and legal frameworks to enable these innovative solutions to be mainstreamed. ROAP addresses the increasing importance of systematic knowledge management, timely information flows, coherent awareness campaigns, and efficient sourcing of funding and know-how for locally defined development actions. Technical cooperation projects coordinated by the UN-Habitat ROAP are geographically spread in the Asia and Pacific region, and span the entire spectrum of urbanisation and shelter development issues. For most parts, UN-Habitat ROAP implements country projects through its country offices.

**Cambodia :** UN-Habitat has supported Cambodia since 1996 and has a representative as Habitat Programme Manager (HPM) in 2007. A key component of the JPOs work will be to assist HPM and build relationships with all development partners and Habitat Partners. The JPO will also work to promote awareness of the activities of UN-Habitat agenda at the regional and country levels. This position works with organizations at every level, including all spheres of government, civil society and the private sector to help build, manage, plan and finance sustainable urban development.

**China :** UN-Habitat set up a close collaboration with the Government of China since 1992. It collaborates in multiple global, regional and country-level engagements. The focal ministry for this collaboration is the Ministry of Housing and Urban and Rural Development. UN-Habitat has also collaborations under China's Belt and Road initiative and has programmes with several national

and local government institutions. UN-Habitat China contributes to the UNSDCF in China and with UN-Habitat HQ and ROAP's support undertakes project collaborations with local partners on issues including sustainable urban development, urban planning, public space development, regeneration and smart cities.

**India :** UN-Habitat's programme in India is primarily focusing on operationalizing flagship urban Missions. The focus has been as much on universalization of basic services, as it has been on establishing planning and governance frameworks, improving financial management and bringing transparency and accountability in urban service delivery and management. UN-Habitat is in the process of developing a comprehensive partnership with the Government of India on mutually agreed technical cooperation initiatives in support of sustainable urbanization in India, leading to a full country partnership program and a broad partnership on sustainable urbanization. The country partnership will address priorities in relation to housing and sustainable urbanisation by supporting national initiatives of the Government of India, namely (i) Support Urban Policy and Missions (ii) Resilient and affordable Housing (iii) enhanced capacity building and knowledge partnerships.

**Lao PDR :** UN-Habitat has been actively supporting the Government of Lao PDR with technical assistance on issues related to urbanization, land management, disaster risk reduction and response, climate change adaptation, including community and urban systems resilience, climate change mitigation, including the development of Low Emission Development Strategies and WASH-related infrastructure and services.

**Myanmar :** UN-Habitat has had a presence in Myanmar since the early 1990s and re-established a country office in 2008 in the context of Cyclone Nargis emergency response. UN-Habitat continues to work in disaster risk reduction and sustainable urbanisation, while also addressing climate action, building resilience from the ground up. Under the Global Climate Change Alliance initiative of the European Union (EU), UN-Habitat is currently implementing the Myanmar Climate Change Alliance (MCCA) programme, launched in 2013, aiming to promote climate resilience at community level through local climate action planning and implementation.

**Nepal :** UN-Habitat has assisted Nepal, especially its Ministry of Water Supply and Sanitation in WASH sector programmes under the Global Sanitation Fund, covering a large number of urban and rural areas of the country, with a strong emphasis in relation to open defecation. This programme continues. UN-Habitat's continues also to contribution on land governance, through the Global Land Tool Network, with a special focus on improving tenure security in communities where reconstruction is ongoing.

## **DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUT**

Under the direct supervision of the Country Programme Manager, the Junior Programme Officer will be required to perform the following duties and responsibilities:

- Familiarise him/herself with the mandate of UN-Habitat and UN rules and regulations
- Study ongoing programmes and initiatives; prepare related project proposals; explore funding sources and implementation mechanisms, and represent as appropriate vis-à-vis development partners.
- Support the implementation of projects and programmes.

- Participate in activities related to the Sustainable Development Goals (SDGs) and the New Urban Agenda at the country level, focusing on UN-Habitat mandate areas.
- Support the Country Programme Manager a.i. in regular reporting and other management activities as per need.

## TRAVEL

Travel to in-country meetings, field visits and workshops. Limited participation in national and international meetings/symposia as required.

## TRAINING AND LEARNING ELEMENTS

Training related to the improvement of the performance, provided by the Human Resources Management Service of the United Nations Office at Nairobi.

## QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

### Qualifications and work experience

- The incumbent will have a university degree in urban or regional planning, environmental management, engineering, social sciences or related fields, with an emphasis on sustainable urban development and human settlements.
- Minimum 2 years work experience in human settlements issues and/or disaster management in international cooperation and/or developing countries in particular.

### Language

- English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

### Competencies:

- **Professionalism:** 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.
- **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.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

## SUPERVISION

The Country Programme Manager will be the first reporting officer for the JPO. Project specific supervision will be provided by the Chief Technical Advisor or Project Managers. Overall guidance on working in UN-Habitat and on regional issues on sustainable urban development in Asia-Pacific will be provided by the Human Settlements Officer at the Regional Office for Asia and the Pacific responsible.