



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

FOR A BETTER URBAN FUTURE

OFFICE OF THE EXECUTIVE DIRECTOR

TERMS OF REFERENCE

JUNIOR PROFESSIONAL OFFICER (JPO)

Position: Junior Professional Officer (JPO)

Section: Office of the Deputy Executive Director

Location: Nairobi, Kenya

BACKGROUND AND JUSTIFICATION

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 post is located in the Office of the Executive Director (OED), at the Nairobi duty station. OED takes a lead role in defining and implementing UN-Habitat's overall policy, strategies and programmes. Within OED, the Office of the Deputy Executive Director (DED) supports the overall management and strategic oversight of the organisation. It also coordinates intergovernmental affairs and fostering relationships with Member States, other UN organisations, and various partners. The Office of the DED is key in promoting UN-Habitat's policies and programmes and mobilising the political, diplomatic and financial support for UN-Habitat's activities. This post will be qualified as Advisor to the DED and will be strategically located in OED with a wide overview of the organisation's policies, management and operations. This post will be critical to support executive functions, advance UN-Habitat's mandate and implement its strategic plan.

DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS

Diplomatic and political support

- Advise and assist the DED in planning and carrying out meetings with Member States and delegations; preparing background documents and presentations; tracking implementation of action points.
- Facilitate the DED's participation in meetings of the governing bodies; support the work of the DED's office related to intergovernmental affairs.
- Identify, analyse and monitor political developments, trends and emerging issues in international relations, international development policies and human settlements that could affect the work of the organisation.

Strategic partnerships and portfolio management



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- Support the development of portfolios directly overseen by the DED, including in priority areas (housing, urban crises, climate action, social inclusion, SDG localisation, etc.); liaise with external counterparts and internal divisions on the management of key programmes and projects.
- Galvanise resource mobilisation efforts to deliver UN-Habitat's priorities; research and analyse donors' priorities; support donor relations.
- Advise and assist in establishing new partnerships and fostering existing ones; support in identifying new partners and donors; write proposals and concept notes.
- Support the development and monitoring of inter-agency agreements.

Overall front office support

- Support the coordination of the various committees and task forces chaired by the DED (Programme Management Committee; UN Habitat Assembly task force; risk oversight and advisory committee; publications committee, etc.).
- Facilitate the preparation of corporate events involving the DED's participation.
- Help with the preparation of briefing materials and mission files for the DED and track action points arising from missions and bilateral meetings.
- Advise and assist with the day-to-day engagements and communication of the DED.

Performs other duties as required and in line with the expertise of the selected applicant.

TRAVEL

The JPO will occasionally undertake official missions related to her/his work programme.

TRAINING AND LEARNING ELEMENTS

As part of the overall framework of the JPO programme, the JPO will benefit from the following training and learning opportunities:

- Use of yearly JPO duty-related travel and training allocation (DTTA) to increase his/her technical capacities in various areas.
- Participation in workshops, conferences and trainings organized in person and virtually.
- On-the-job training and regular mentoring by staff members of UN-Habitat as well as interaction with other UN agencies, partners, donors and government counterparts.

QUALIFICATION, EXPERIENCES AND COMPETENCIES

Academic Qualifications: Advanced university degree (Master's degree or equivalent) in International Relations, Political Sciences, Development Studies, Urban and Regional Planning, or related field.

Experience: A minimum of two years of progressively responsible experience in project or programme management, administration or related area is required.

Experience in intergovernmental affairs and/or partnership building is desirable.



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Experience developing and/or implementing international sustainable development programmes involving donor community, clients and civil society groups is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For this position fluency in English (both oral and written) is required. Knowledge of French is desirable. Knowledge of another UN official language is desirable.

Competencies:

Professionalism: Demonstrated understanding of operations relevant to UN-Habitat; technical capabilities or knowledge relevant or transferrable to UN-Habitat's procedures and rules; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgment; ability to liaise and coordinate with a range of different actors; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.

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.

Planning & Organising: 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.

SUPERVISION

The JPO will work under the guidance of the Deputy Executive Director, in close coordination with the Chief of OED and the Special Assistant to the DED.