

PROGRAMME DIVISION

TERMS OF REFERENCE

JUNIOR PROFESSIONAL OFFICER (JPO)

POSITION: Junior Professional Officer (Gender Specialist),

SECTION: Gender Equality Unit

LOCATION: UN-HABITAT Headquarters, Nairobi, Kenya

BACKGROUND AND JUSTIFICATION

Urbanization is one of the most powerful irreversible forces in the world. We live in a new urban era with most of humanity now living in towns and cities. By the middle of this century it is expected that seven out of every ten persons on the planet will be urban dwellers. In developing countries, rapid urbanization has put enormous pressure on the provision of basic services, housing, and other public amenities.

Gender inequality and barriers to women empowerment remain widespread in urban environment, compromising the future of cities. At present, women constitute the largest segment of urban residents facing multiple rights violations, including the right to decent living conditions. Women, girls and LGBTQ-persons are too often restricted in their access to public spaces, and hence in their overall right to the city.

A growing body of research and literature affirms women's contributions to urbanization, and the importance of women's political participation, social empowerment, asset ownership and control for economic development and social security for cities as a whole.

UN-Habitat is committed to the goals of gender equality and women's empowerment in urban and human settlement development. Gender is one of four cross cutting issues in UN-Habitat along with youth, human rights and climate change. The UN-HABITAT Policy and Plan for Gender Equality and the Empowerment of Women in Urban Development and Human Settlements for 2014-2019 and the Gender Equality Action Plan 2014-2019, set out UN-Habitat's commitment and strategy to ensure that all its activities reflect and advance the global consensus on non-discrimination and equality between men and women.

The UN-Habitat Governing Council Resolution 24/4 of April 2013, further confirmed by a resolution by the Second Committee of the General Assembly 69th session, requested UN-Habitat to mainstreaming gender equality and women's empowerment in the normative work and operational programmes, establish policies and programmes to achieve gender equality and women's empowerment, form partnerships with civil society organizations, make use the

Advisory Board on Gender Issues (AGGI). AGGI gives advice to UN-Habitat on gender issues to UN-Habitat with membership from NGOs, professionals, grassroots women's organizations, academia, local authorities and private sector, as well as UN Women.

Whilst a lot has been done by UN-Habitat and its Agenda partners in this regard, mainstreaming gender in policies, projects, programmes, organizational structure and procedures within the organization has remained a challenge. The purpose of the gender mainstreaming programming is ensuring that gender equality and women's empowerment is systematically and effectively integrated in all UN-Habitat projects and programmes at all levels from local, national and global; including its policies, structure and internal procedures (human resource management, budgeting and strategic planning) within the UN System Wide Action Plan framework. The institutionalizing of the culture of gender mainstreaming and gender equality will ensure that these issues are no longer considered on a 'stand-alone' basis or as additional chores but rather integral elements in project development and implementation.

Gender Programme Priorities

The Gender Equality Unit within the Programme Division will play a coordination, support and facilitation role in inculcating and institutionalizing the culture of gender equality and gender mainstreaming within UN-Habitat, particularly in its projects and programmes, including its policies, structure and internal procedures (human resource management, budgeting and strategic planning). The team will also support the implementation of initiatives on women empowerment towards facilitating gender equality.

The support services in the context of Gender Mainstreaming can be summarized in the following points:

1. Mainstream gender equality and women's empowerment in sustainable urban development perspectives into all UN-Habitat project and programmes
2. Mainstream gender equality and women's empowerment in sustainable urban development into organizational policies, internal processes and procedures
3. Foster existing and new partnerships with relevant UN Agencies and other related organizations/institutions, particularly government institutions responsible for gender equality at national and local level.
4. Use all UN-Habitat events, as platform/opportunity to advocate gender equality through direct participation in the events' thematic/substantive discussions in addition to organizing gender equality and women empowerment specific side events where possible.
5. Incorporate/mainstream gender equality and women's empowerment perspectives into all UN-Habitat flagship and key publications/reports
6. Strengthen the capacity of the staff particularly gender team, gender focal points within UN-Habitat, including improving the accountability of key staff members and the gender

focal points through inclusion of the gender mainstreaming role in respective job descriptions and evaluated through e-pas system.

7. Further strengthen the collaboration between the gender team/project office, gender focal points and the rest of the organization through regular meetings and knowledge sharing.
8. Establish collaboration modalities with other organizational units dealing with cross-cutting issues (gender, youth, human rights, climate change), strengthen the synergies between the units and provide substantive support, as required.
9. Further improve the monitoring and evaluation of gender mainstreaming and gender equality impact of UN-Habitat projects and programmes through the development of appropriate tools and procedures.
10. Support the work of the Secretariat of the Advisory Group on Gender Issues (AGGI), as required.

DUTIES AND RESPONSIBILITIES

The JPO Gender Specialist will be part of and/or initiate and/or manage the Gender Equality Unit work plan which includes but is not limited to the following activities:

- Develop normative activities on gender mainstreaming and women's empowerment in sustainable urban development;
- Support the implementation of the UN-HABITAT Policy and Plan for Gender Equality and the Empowerment of Women in Urban Development and Human Settlements for 2014-2019 and the Gender Equality Action Plan 2014-2019;
- Assist in the strengthening a corporate strategy for gender equality and women's empowerment in sustainable urban development;
- Support developing knowledge, tools and practical guidelines for gender mainstreaming and women's empowerment;
- Assist in defining processes and service models for integrating gender in UN-Habitat's projects and programmes;
- Provide assistance to various units within UN-HABITAT, at their request, on areas of gender mainstreaming and programming;
- Provide particular support to the units dealing with cross-cutting issues (Youth, Human Rights and Climate Change);
- Prepare and undertake action on research proposals, document practices and reporting;
- Represent the Gender Unit and/or UN-HABITAT in various types of meetings;
- Prepare quick policy guides, manuals, web stories, fact sheets addressed to stakeholder, policy makers and global audience of UNHABITAT and disseminate them via various dissemination channels;
- Support the Gender Equality Unit in knowledge management;
- Support the preparation of project and programme development proposals in order to ensure sufficient gender mainstreaming in UN-Habitat's projects and programmes.

- Report writing and publishing, minute taking at meetings;
- Regular support the work of the Secretariat of the Advisory Group on Gender Issues (AGGI);
- Assist the Team Leader in managing the unit activities and represent the team leader at meetings, retreats etc.
- Prepare a global inventory of on-going or past experiences with gender programming, mainstreaming and women's empowerment;
- Prepare concept notes and event plans for advocacy events, such as WUF, GC, CSW;
- Any other duties relevant to incumbent's expertise, as requested by the supervisor.

TRAINING AND LEARNING ELEMENTS

Within the Gender Equality Unit in the Programme Division, the JPO will have on-the-job-training opportunities in the preparation of project proposals, work programming, report writing, monitoring and evaluation, and networking.

The JPO will have the opportunity to gain experiences in working with the United Nations system, as well as in working with international institutions and national and local partners. It is expected that the JPO attends at least one international conference per year on a relevant topic.

The JPO will also have the opportunity to participate in a variety of training courses provided by the Human Resource Development Unit of the United Nations Office at Nairobi. The courses include language courses (in all United Nations languages), computer training, management courses, etc.

QUALIFICATIONS REQUIRED

Education and skills

Advanced University degree (Master's degree or equivalent) in international development, social sciences, anthropology or related fields. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Fluency in French and/or Spanish is highly desirable.

Working Experience

At least 2 years of progressively responsible professional experience relevant to gender equality mainstreaming in the context of sustainable development. Experience in a multinational setting is desirable.

RESEARCH AND CAPACITY DEVELOPMENT BRANCH

TERMS OF REFERENCE

Position: Junior Professional Officer (JPO). Project Officer

Subject: Global City Prosperity Initiative.

Branch: Research and Capacity Development Branch

Location: Nairobi, Kenya

Duration: One-year fixed-term appointment, renewable at least once subject to satisfactory performance, recommendation by respective office and donor agreement.

BACKGROUND AND JUSTIFICATION

In order to measure the state of cities today and their future progress as they embark in the path of sustainability and shared prosperity, UN-Habitat has recently developed a tool, the *City Prosperity Index*, together with a conceptual matrix, the *Wheel of Prosperity*, both of which are meant to assist decision makers to design clear policy interventions. The Index ranks cities based on their prosperity, across six dimensions: productivity, infrastructure, quality of life, equity, environmental sustainability and governance. Recently, the City Prosperity Index has been transformed into a global initiative. This initiative is both a metric and a policy dialogue that is meant to guide decision-makers in their efforts to make cities more sustainable.

The City Prosperity Initiative (CPI) is increasingly recognized as an effective global and local monitoring tool and it is making progress in the global monitoring framework of the Post 2015 Development Agenda. Today more than 300 cities have joined the City Prosperity Initiative and the prospects to become the monitoring tool of the New Urban Agenda are high. Important partners such as development banks, international private companies are supporting this initiative.

The CPI is a tool that assists local and national governments to produce reliable data, sound information and timely urban indicators for effective policy formulation and implementation. The CPI is helping cities to produce baseline data, define targets and monitor progress of policies and actions that are formulated based on the evidence and the diagnostic provided by the CPI.

DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS

Under the direct supervision of the Coordinator of the Research and Capacity Development Branch and the Task Manager of the City Prosperity Initiative, the Junior Professional Officer will undertake the following tasks:

Technical support including the coordination of various activities related to the City Prosperity Initiative that are being implemented or are to be initiated. The Junior Professional Officer will work with UN-Habitat team, partners and consultants assisting local and national governments to:

- (a) Use and adopt the city prosperity index by preparing manuals and guidelines and ad hoc documents presenting preliminary results of the prosperity indicators;
- (b) Conduct training activities on the use of the CPI, the understanding of the method and the approach and the conversion of metrics into policy dialogue;
- (c) Undertake missions to cities and countries to provide technical assistance on issues pertaining to the CPI index and participate in seminars and workshops, as requested.
- (d) Conduct participatory meetings with local stakeholders to define priorities of policy interventions based on the results of the prosperity index;
- (e) Participate in the advancement of the index and its adaptation to specific needs and thematic requests such as resilience, ICT, social housing, etc;
- (f) Prepare action plans with holistic interventions and clear roadmaps of implementation;
- (g) Prepare country and city reports on the outcomes and possible impacts of the CPI interventions;
- (h) Contribute to the advancement of the index and its adaptation to specific thematic requests from requesting cities, countries and institutions. For example, the inclusion of ICT, resilience, higher education, social housing, etc.
- (i) Prepare technical papers, reports and publication associated to the CPI.

Managerial support including the coordination of various activities related to the City Prosperity Initiative that are being implemented or are to be initiated:

- (a) Liaise with branches and regional offices within UN-Habitat with regards to the CPI initiative;
- (b) Liaise with international partners, universities and research centers, national statistical offices and other technical partners with regards to this initiative;
- (c) Assist cities and countries that are part of the initiative to establish good coordination with the CPI team in various activities as per the project documents and signed agreements;

- (d) Prepare terms of reference for the work of consultants in cities where the CPI is implemented following competitive selection process as per Rules and Regulations;
- (e) Assist in the drafting of project documents for fund-raising strategies associated with the CPI for expanding partnerships and financial support;
- (f) Respond to new requests from cities and governments to join the CPI (i.e. Viet Nam, Mongolia, Nigeria, Brazil, etc.) and ensure that all communications and reports of meetings are done in time.

EXPECTED OUTPUTS

Working with UN-Habitat CPI team and strategic partners, the Junior Professional Officer will contribute to produce the following results:

- Elevate the visibility of the CPI in various cities and countries both in the developed and the developing world;
- Increase the membership of cities and countries participating in the CPI by integrating at least another 500 cities in the next 2 years;
- Increase the number of technical and training partners and strategic allies participating in the CPI, namely universities, research and training centers;
- Increase the portfolio of projects and related funds by successful fund-raising activities;
- Increase the number of publications in technical journals and reports associated to the methods and results of the CPI.

TRAVEL

For this post, occasional travel is required to provide technical assistance to countries/cities, present results and to promote to the advancement of the Initiative.

TRAINING AND LEARNING ELEMENTS

As part of the JPO programme overall framework, 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 the use of data and indicators and more specifically in the connection of data to support policy formulation.

- The JPO will benefit from the continuous seminars and training modules that the Research and Capacity Development is doing in various cities and countries where this initiative is taking place. In addition, the JPO will benefit from on-the-job-training by participating himself/herself in training of trainers and in the elaboration of methodological tools.
- The JPO can participate in city workshops and various consultations with local stakeholders. He/she can also participate in training sessions with partners, such as City Leaders Foundation, Ericsson and other specialized sectoral training (ICT, gender and youth, housing, local economy, governance and resilience of cities in its connection with prosperity).

QUALIFICATION

- **Professionalism:** analytical, research and policy analysis skills in the field of international development; ability to manage a global scale project involving multiple stakeholders and partners; knowledge of urban development issues; ability to observe deadlines and achieve set goals; experience in the use of urban indicators and indexes.
- **Communication:** Excellent written and oral presentation skills in English; proven ability to prepare written reports and promotional materials for publication.
- **Teamwork:** Ability to work collaboratively with colleagues to achieve agreed goals.
- **Planning and Organizing:** Ability to prioritize activities and assignments.
- **Commitment to Continuous Learning:** Ability to keep abreast of new developments in the urban development field; willingness to learn from others.

EDUCATION

A Master degree in Social Sciences, Urban Planning, Geography, Economics, Urban Development or any other related field is required.

WORK EXPERIENCE

At least 3 years professional experience in research and project management on urban, social, economic or development issues, including international relations.

LANGUAGE SKILLS

English and French are the working languages of the United Nations Secretariat. For this post, high proficiency in written and spoken English is essential. Knowledge of another official United Nations Language is an advantage.

HOUSING AND SLUM UPGRADING BRANCH

TERMS OF REFERENCE

JUNIOR PROFESSIONAL OFFICER (JPO)

Position:	Junior Professional Officer (JPO)
Subject:	Global Housing Strategy Implementation
First Reporting Office:	Housing Unit
Additional Reporting Office:	Housing and Slum Upgrading Branch
Location:	UN-Habitat Headquarters, Nairobi, Kenya
Duration:	One year (with possible extension)

BACKGROUND AND JUSTIFICATION:

UN-Habitat, the United Nations Human Settlements Programme, 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. 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.

UN-Habitat supports Habitat Agenda partners and all levels of government in formulating and implementing progressive housing sector reforms, policies, programmes and legislation that contributes to the creation of inclusive and sustainable cities, and which complies with international law related to the right to adequate housing. It provides expertise to support sound analysis of the housing sector and, in particular, the review of key legislation and elements affecting affordable housing provision. UN-Habitat assists governments to formulate and implement policies and strategies designed to maximize the role of housing in national economic development and employment generation as well as in urban development. It helps with in-depth local diagnosis of the state of a housing sector, and provides technical support to the formulation of a national housing policy, including an implementation strategy. UN-Habitat also provides tailor-made capacity development for all housing sector stakeholders.

The focus of this position is support the UN-Habitat Housing Unit, Housing and Slum Upgrading Branch (HSUB) in the planning, development, management, promotion, coordination and implementation of normative and operational activities related to housing and slum upgrading in collaboration with other units, aligned with UN-HABITAT's mandate, objectives, focus areas and expected results. In particular, the incumbent is expected to assist the HSUB in implementing the

Global Housing Strategy and strengthening the thematic areas of work on housing finance inclusion and housing affordability. The five main cross-cutting areas of work include: advocacy; knowledge management; policy advice; capacity development; and support for the implementation of operational activities – all to assist national and local authorities in their efforts to improve access to adequate housing.

In its resolution HSP/GC/25/L.6, the 25th Session of the Governing Council of UN-Habitat “Takes note of the **“housing at the centre approach”**, which positions housing at the centre of national urban policies and of cities, and encourages the United Nations Human Settlements Programme and member States to consider the implementation of the Global Housing Strategy, as appropriate, including through the design of tools and mechanisms to promote inclusive housing finance at the national and local levels to bridge the housing gap and to contribute to the progressive realization of the right to adequate housing for all”.

The JPO’s focus will be supporting the Housing Unit in the implementation of the Global Housing Strategy at country level, in particular by contributing to expanding knowledge and capacity development resources providing by the Housing Unit, assisting in the management of Housing Sector development in targeted countries, and supporting the UN-Habitat to reposition housing at the centre of the development agenda in view of Habitat III and beyond.

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Chief of the HSUP Branch and in co-operation with the Head of the Housing Unit, the JPO will be responsible for the following duties:

(1) Technical Assistance, Advisory Services and Outreach:

- Review current practices, trends and innovations, and other research activities and studies in housing and slum upgrading policies, programmes and explore ways forward for UN-Habitat to enhance its impact on promoting access to adequate housing for all.
- Organize and prepare written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Provide quality technical support and assists in policy development to national and local governments as well as to other habitat agenda partners in housing and slum upgrading related areas – all to assist national and local authorities in their efforts to improve access to adequate housing;
- Provides substantive backstopping to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.

- Provide support to the preparation and conduct of training workshops, seminars, etc.; make presentations on assigned topics/activities;
- Manage and provide guidance to external consultants;

(2) Project Implementation:

- Effective and efficient execution of UN-Habitat projects, through technical guidance, quality, cost control and management support; support the coordination of work plans and budgets, preparing relevant documentation and reports, initiating procurement and recruitment of human resources, and liaising with implementing partners to ensure quality and timely delivery of UN-Habitat's projects and programmes;
- Provide appropriate technical support to projects through project design and management, field visits, training and evaluation, coordination and monitoring activities related to housing and slum upgrading and related fields;
- Participate in the development, implementation and evaluation of assigned programmes/projects, in particular in the framework of the Global Housing Strategy; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and initiates corrective actions; liaises with relevant parties; ensures follow-up actions.
- Provide support to the coordination and implementation of the Housing Unit different portfolios of activities;

TRAVEL

The JPO will undertake official missions related to her/his work programme in different cities for, e.g., guidelines and tool application and training purposes. In most cases, funds can be made available through project sources. It is desirable for the JPO to participate in at least one relevant international conference per year (approximate cost of US\$4,000).

TRAINING AND LEARNING ELEMENTS

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. Within the HSUB team, the JPO will have the opportunities of on-the-job training on subject such as project development, reporting, budgeting, management information systems, advanced software packages, web-page design, desktop publishing techniques, database management and geographical information systems. In general, the JPO will have the opportunity to

gain experiences in working with the United Nations system, as well as with working with international institutions and national and local governments. It is expected that the JPO attends at least one international conference/workshop/seminar per year on a relevant topic and s/he will be exposed to international and local best practices in his field of work, thus expanding her/his understanding of development issues related to urban policies and urban planning.

QUALIFICATIONS

Advanced university degree (MSc degree and above) in architecture, social, economic or physical sciences relevant to development and management of Housing, Human Settlements, Architecture or Social Sciences, urban and regional planning, or a first university degree with relevant combination of academic and professional qualifications.

Working Experience:

At least two (2) of relevant professional experience in multidisciplinary human settlements projects and programmes, of which, preferably, at two years at the international level. Proven experience in housing, slum upgrading and human settlements development fields, project/programme designs and their management is necessary. Experience in international work and knowledge of UN-Habitat activities and its partner programmes would be an asset. The JPO must have excellent communication and technical writing skills and be capable of working in a multicultural environment. He/she must be fluent in English. Knowledge in one or more additional United Nations languages is desirable.

Competencies:

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to housing and slum upgrading as well as to human settlements. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to assist with data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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.

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.

SUPERVISION

The Junior Professional Officer (JPO) will work closely with the Senior Human Settlement Officers, Programme Management Officers, Branch/ Regional Managers, Programme Support Division and other units at the headquarter.

First reporting officer:

Christophe Lalande, Leader
Housing Unit
UN-Habitat, Nairobi

Second reporting officer:

Rafael Tuts, Coordinator,
Housing and Slum Upgrading Branch,
UN-Habitat, Nairobi

The supervisors will be responsible for the proper placement of the JPO with appropriate office space, computer equipment and telephone connection. Supervisors will introduce the JPO to the Branch and to relevant units in the whole agency. Both will elaborate on the integration of the JPO’s duties into the current work programme and guide the development of the e-Performance documents. General objectives, desired results and anticipated problems will be discussed beforehand with the JPO. The first and additional supervisors will obtain regular feedback on the progress of activities. The JPO is expected to carry out the duties under the general supervision and to consult with the supervisors on issues of policy or other sensitivity matters. Final results of each set of activities will

be reviewed for attainment and quality of work. The JPO will be part of the unit team and participate in the regular team meetings. As part of its duties, the JPO will take part in missions in the field, in most cases together with at least one other staff, and be encouraged to take initiative during the missions.

Post Location:

This Post is located in the UN-Habitat Headquarters in Nairobi, Kenya, Housing Unit, Housing and Slum Upgrading Branch (HSUB).

OFFICE OF MANAGEMENT

TERMS OF REFERENCE

JUNIOR PROFESSIONAL OFFICER

Position: Junior Professional Officer (Associate Human Resources Officer), P2

Branch: Office of Management, Human Resources Liaison Unit

Location: UN – Habitat Headquarters, 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 communities, towns and cities with the goal of providing adequate shelter for all.

The Office of Management (OM) provides administrative and programme support, and is structured in two units: Finance, Quality Assurance, Information and Support (FQAIS), and Resources Management (RM). Through these two units, the Office of Management coordinates and controls the agency's finances, resources, and administration, as well as its business processes, quality assurance, monitoring, and reporting.

The OM also works closely with the United Nations Office at Nairobi (UNON) on issues of financial management and control, human resource management and administration, business guidelines and processes, and project and administrative services for regional and field offices.

The overall objective of the programme support component is to strengthen organizational accountability, financial resources, and systems management for the effective delivery of work.

The OM ensures the efficient and transparent allocation of the human and financial resources of the organization and other assets to meet its operational priorities. It also promotes transparent financial management, effective reporting, and strong financial accountability and governance, in compliance with the UN's financial and administrative rules and regulations.

DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS

Within delegated authority, the Associate Human Resources Officer will be responsible for the following duties:

General duties

- Provides advice and support to managers and staff on human resources related matters.
- Keeps abreast of developments in various areas of human resources.

Recruitment and placement

- Coordinates with client offices in identifying upcoming vacancies.
- Prepares vacancy announcements, reviews applications, and provides a short-list to clients' offices.
- Reviews recommendation on the selection of candidate by client offices.
- Prepares and presents cases to appointment and promotion bodies.
- Serves as ex-officio in examinations boards.
- Monitors the work of the Human Resources Assistants in carrying out all human resources administrative transactions including preparation of personnel actions, maintenance of staffing tables, and processing of contracts.
- Supervises the maintenance of the human resources filing system.
- Assists in planning, organizing, developing and administering the National Competitive Examinations, G to P Examinations, Language professionals' examinations and other programmes and tests related to recruitment of professional, general service and other categories of staff.
- Organizes and coordinates the UNHQ Internship Programme.

Administration of entitlements

- Administers and provides advice on salary and related benefits, travel, and social security entitlements.
- Provides advice on interpretation and application of policies, regulations and rules. Reviews and provides advice on exceptions to policies, regulations and rules.
- Reviews the applications for internship programmes; handles correspondence with applicants.

Staff development and career support training

- Identifies and analyzes staff development and career support needs and designs programmes to meet identified needs.
- Provides induction orientation and briefing to new staff members.

Other duties

- Prepares classification analysis of jobs in Professional and General Service and related categories.
- Provides guidance to programme managers on the application of classification policies and procedures and by undertaking whole office review.

Work implies frequent interaction with the following:

- Staff at large
- Applicants
- Staff within work unit;
- Human Resources Officers/Administrative Officers/Executive Officers in the Secretariat including the field missions
- Counterparts in other UN agencies.

Results Expected

Applies knowledge with respect to the full range of human resource management activities of the Department/Unit. Adheres to applicable UN guidelines, policies and procedures while undertaking these duties.

TRAVEL

The JPO will undertake official missions related to her/his work programme in different cities for, e.g., guidelines and tool application and training purposes. In most cases, funds can be made available through project sources. It is desirable for the JPO to participate in at least one relevant international conference per year (approximate cost of US\$4,000).

TRAINING AND LEARNING ELEMENTS

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. Within the RMPU team, the JPO will have the opportunities of on-the-job training on subject such as project development (e.g. UMOJA), reporting, budgeting, management information systems, advanced software packages, web-page design, desktop publishing techniques, database management and geographical information systems. In general, the JPO will have the opportunity to gain experiences in working with the United Nations system, as well as with working with international institutions and national and local governments. It is expected that the JPO attends at least one international conference/workshop/seminar per year on a relevant topic and s/he will be exposed to international and local best practices in his field of work, thus expanding her/his understanding of development issues related to urban policies and urban planning.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

Education: Advanced university degree (Master's degree or equivalent) in human resources management, business or public administration, social sciences, education or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: For applicants with an advanced university degree (Master's degree or equivalent), a minimum of two years of progressively responsible experience in human resources management, administration or related area. For applicants with a first-level university degree, a minimum of four years of progressively responsible experience in human resources management, administration or related area

Language: English and French are the working languages of the UN Secretariat. For this position, fluency in oral and written English is required. Knowledge of another UN official language is an advantage.

Competencies

- **Professionalism:** Knowledge of human resources policies, practices and procedures and ability to apply them in an organizational setting. Ability to identify issues, formulate opinions, make conclusions and recommendations. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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.
- **Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **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.
- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

- **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

This post is located in the Human Resources Liaison Unit, Office of Management, UN Habitat at the Nairobi Duty Station under the direct supervision of the Human Resources Liaison Officer.

URBAN LEGISLATION, LAND AND GOVERNANCE BRANCH

TERMS OF REFERENCE

JUNIOR PROFESSIONAL OFFICER (JPO)

- Position:** Junior Professional Officer (JPO)
- Subject:** Urban Governance
- Branch:** Urban Legislation, Land and Governance Branch (ULLG), Local Government and Decentralization Unit (LGDU)
- Location:** UN-Habitat Headquarters, Nairobi, Kenya
- Duration:** One year (with possible extension)

1. 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.

Un-Habitat has the specific mandate within the United Nations system to act as a focal point for local governments and their associations, including metropolitan, regional, provincial and other territorial government levels. Un-Habitat's role is to develop normative and operational frameworks, to share experiences and disseminate best practices on local governance, democracy and access to basic services. Focusing on local governments' needs, Un-Habitat addresses local management challenges through the development of tailored tools, instruments and methodologies to reinforce the capacities of local government. Un-Habitat also promotes city-to-city cooperation and advocates for the essential role of local governments on a global level.

The global debate on development and urbanization is increasingly recognizing the role of cities in sustainable development and the need for the development of innovative responses to urban governance. UN-Habitat is involved in two major global processes where the role of local governments is currently discussed:

- The post-2015 agenda and the Sustainable Development goals negotiation. The proposed goal 11 "Make cities and human settlements inclusive, safe, resilient and sustainable" and

the consultation on the “Localizing the post-2015 agenda” put the local level at the center of the debates.

- The Third UN Conference on Housing and Urban Development (Habitat III Conference) will take place in Quito, October 2016. Local and regional governments are expected to be the key implementers of the New Urban Agenda ; both the preparation and the implementation of the Agenda require support to the local government associations.

The Local Government and Decentralization Unit is located within the Urban Legislation, Land and Governance Branch in UN-Habitat headquarters. It aims at supporting national and local governments and Habitat Agenda Partners to put in place effective governance systems to enhance equitable sustainable urban development. The Local Government and Decentralization Unit is developing normative and operational work in three main areas:

- urban governance: well governed cities and towns
- financially and institutionally sustainable local governments
- transparent local governments enabling citizen voice

For further information, please visit www.unhabitat.org and <http://unhabitat.org/local-government-and-decentralization-unit-brochure/>

2. DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS

The Junior Professional Officer (JPO) will directly support the Local Government and Decentralization Unit, providing technical inputs and supporting implementation of the different Unit activities, with respect to methodological development, development of tools and provision of inputs for global and city level activities. Specifically, the JPO will focus on implementing the urban governance portfolio, providing inputs on issues related to management and governance, through policy dialogue, capacity development and innovative partnerships; it also covers thematic such as transparency and accountability, mobilization of endogenous resources, basic services management, metropolitan governance, in particular in relation to developing countries cities and informal settlements. The JPO will also work regularly with other UN-Habitat branches and units, providing updated information and analysis of potential activities involving development of tools to help cities improve their institutional and financial frameworks and provide support to the follow-up to the post-2015 agenda and Habitat III outcomes, particularly regarding the role of local governments and their associations (Global Task Force).

The JPO will play a key role in contributing to Subprogramme 1 of the UN-Habitat Work Programme and Budget on Urban Legislation, Land and Governance and specifically to the implementation of the Habitat Agenda Chapters on local governments and decentralization. The

post also contributes to mainstream the impact of local and territorial governments in the implementation of the post-2015 international development agenda and the Habitat III agenda.

The main duties of the JPO will be the following:

- Support the production of various products, including tools, indicators, case studies and comparative studies to inform and make visible the urban governance challenges and opportunities, through the provision of inputs and the documentation of practices.
- Contribute to policy dialogue with partners, national and local constituencies and development partners on matters of urban governance and decentralization, through substantive support to the promotion of policy dialogue.
- Provide inputs in the development of global, regional and national programmes that aim at strengthening urban governance policy and practice in response to the challenges posed by urban growth and local and national capacities.
- Contribute to the promotion strategic and substantive linkages between various programmes at HQs and among field based technical cooperation projects.
- Provide support to the follow-up on Post-2015 agenda and Habitat III outcomes, with emphasis on supporting the role of local governments as implementers of the agenda and developing tools to support cities in urban governance.
- Undertake any other duties and responsibilities within the incumbent's expertise that can be reasonably expected to help maximize the efficiency and effectiveness of UN-Habitat's response to urban governance issues.

3. TRAVEL

The JPO will undertake official missions related to her/his work programme in different cities for, e.g., workshops, tool application and training purposes. In most cases, funds can be made available through project sources. It is desirable for the JPO to participate in at least one relevant international conference per year (approximate cost of US\$4,000).

4. TRAINING AND LEARNING ELEMENTS

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. Within the LGDU team, the JPO will have the opportunities of on-the-job training in project development, reporting, budgeting, management information systems, database management and geographical information systems. In general, the JPO will have the opportunity to gain experiences in working with the United Nations system, as well as with working with international institutions and national and local governments. It is expected that the JPO attends at least one international conference per year on a relevant topic and s/he

will be exposed to international and local best practices in his field of work, thus expanding her/his understanding of development issues related to urban governance.

5. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

Advanced University degree (Masters degree or equivalent) in one or more of the relevant fields, including urban or regional planning, political science, social sciences or geography with a focus on local and urban management.

Working Experience: At least two (2) years of progressively responsible professional experience in social/economic sustainable development, public administration, urban/regional planning, urban development policy analysis and assessment related work. Experience in operational activities and research and/or policy development work related to urban governance issues in developing countries will be a strong advantage. Experience in international work and knowledge of UN-Habitat activities and its partner programmes would be an asset.

The JPO must have excellent communication and technical writing skills and be capable of working in a multicultural environment. He/she must be fluent in English. Knowledge in one or more additional United Nations languages is desirable.

Competencies:

- **Professionalism** - 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.
- **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; demonstrates openness in sharing information and keeping people informed, Excellent drafting ability and communications skills, both oral and written; proven ability to communicate complex concepts orally; ability to prepare written reports that are clear, concise and meaningful.
- **Teamwork** - Works collaboratively with colleagues to achieve organizational goals; 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 and organizing** - Able to develop clear goals that are consistent with agreed strategies; identifies priority activities and assignments; identifies priority activities and assignments; allocates appropriate amount of time and resources for contingencies in planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

6. Supervision

The Junior Professional Officer (JPO) will be part of, and work with the Local Government and Decentralization Unit (LGDU) core team located in UN-Habitat, reporting to the Coordinator, LGDU. The JPO will work closely with the unit leader and staff of the LGD Unit as well as with the ULLG other staff (Urban Legislation Unit and Land and Global Land tool Network Unit). He/she will interact regularly with staff and unit leaders of the Urban Planning and Design Branch and the Urban Economy Branch.

The supervisor will be responsible for the proper placement of the JPO with appropriate office space, computer equipment and telephone connection. He will introduce the JPO to the Branch, the Division and to relevant units in the whole agency. Both will elaborate on the integration of the JPO's duties into the current work programme in the light of the Performance Appraisal System (PAS). General objectives, desired results and anticipated problems will be discussed beforehand with the JPO. The supervisor through review of work in progress will obtain regular feedback on the progress of activities. The JPO is expected to carry out the duties under the general supervision and to consult with the supervisor on issues of policy or other sensitivity matters. Final results of each set of activities will be reviewed for attainment and quality of work. The JPO will be part of the unit team and participate in the regular team meetings. As part of its duties, the JPO will take part in missions in the field and be encouraged to take initiative during the missions.

The first appraising officer: Ms Diana Lopez Caramazana, Coordinator, Local Government and Decentralization Unit, UN-HABITAT, Nairobi. The second appraising officer: Mr. Joe Hooper, Coordinator Urban Legislation Land and Governance Branch UN-Habitat, Nairobi.

URBAN ECONOMY BRANCH, MUNICIPAL FINANCE UNIT

TERMS OF REFERENCE

JUNIOR PROFESSIONAL OFFICER (JPO)

- POSITION:** Junior Professional Officer (Municipal Finance Officer)
- SECTION:** Urban Economy Branch
- LOCATION:** UN-HABITAT Headquarters, Nairobi, Kenya
- DURATION:** Two years (with possible extension)

BACKGROUND AND JUSTIFICATION

Most cities in developing countries do not have sufficient resources to provide adequate services for their constituents. The main causes for the failure of the urban authorities to successfully meet the ever-growing demands for urban services and management are inadequate revenue mobilization to finance services and mismanagement of the urban financing systems. In most cities in developing countries, the tax base of urban authorities is very small and the tax revenue is quite inadequate to meet their expenses. While most cities largely depends on revenues derived from property taxation and service charges, the central government controls the more lucrative revenue sources such as income taxes, sales taxes and business taxes. Most cities in developing countries, therefore, have no choice but to depend on allocations from the central government, which are generally inadequate. On the other hand, many key urban revenue sources are generally inelastic, implying that they do not have the capacity to yield additional revenue in proportion to the rate of inflation, the rise in personal incomes and the growth of the urban population. This is often the case with urban property taxes, which is the main source of revenue of most urban authorities in developing countries. In most cases, property taxes are regressive and, hence, they are not effective instruments for redistribution and attainment of equity. Moreover, most cities in developing countries lack the professional and administrative capacity to fully benefit from the existing sources of revenue. This is quite often the case with regard to property taxes. Politically sensitive nature of some urban taxes further hampers the ability and willingness of urban authorities to assess and collect such taxes and to enforce sanctions on tax evaders.

Aforementioned revenue-side problems together with the serious problem of mismanagement of urban finances greatly affect the ability of urban authorities in developing countries to provide better municipal services to their constituents. Nevertheless, it must be noted that there are some cities that have made significant progress in improving their financing systems in terms of revenue sources, effective collection systems, yield and more effective and transparent financial management. A number of cities and towns in recent years have embarked upon wide-ranging reforms of

their governance systems, including the enhancement of financial mobilization and the management capacity.

Innovative land-based financing methods such as value capture (or value sharing) are effective (but not widely utilized) ways to raise additional revenue for local authorities. Value capture, combined with other revenue-generating instruments, can be a powerful method of public financing whereby increases in private land values generated by public investments are captured all or in part by the public sector for the use of public purposes. The increases in private land value or capital gains due to public investments are unearned profits to the private land owners who do not have to bear any costs. These unearned profits can be captured indirectly by means of real estate taxes, impact fees, or other forms of taxes or directly by converting them to land-related benefits such as on-site improvements and trading of urban development rights. It is a way of internalizing the positive externalities of public investments and redirecting this capital towards public services and amenities. Value capture funding is commonly associated with expensive transport infrastructure improvements. Since such improvements increase private land values, capturing even a small share of the rise in value can help finance transport infrastructure projects. When undertaking any form of land and property taxation, including value capture, it is important to make sure that private investments in land are not discouraged by such measures and that tenure rights are not undermined for all, particularly for the urban poor, youth and women.

DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS

The JPO will be responsible of the following:

1. Identify innovative urban and municipal financing mechanisms and develop them into practical application packages and projects.
2. Support the development of training packages on land value capture and their validation and piloting
3. Prepare toolkits and training materials to support policy discussion, capacity building and technical cooperation projects in the field of urban and municipal finance.
4. Prepare project proposals and identify funding opportunities
5. Support building partnerships with development banks and other strategic partners to promote urban and municipal finance programmes and projects
6. Support field projects through inputs to policy and technical analysis, advisory and capacity building activities; take missions to support field projects
7. Provide technical inputs to other branches and units, as and when required, in the field of municipal or urban finance

8. Support the conceptualization, preparation and delivery of professional workshops and conferences.
9. Undertake other relevant activities to advance UN-Habitat's work in the area of urban and municipal finance.

TRAVEL

The JPO may be required to travel to the countries where the Urban Economy Branch is carrying projects, as deemed appropriate, and for fact-finding/due-diligence missions to housing finance projects.

TRAINING AND LEARNING ELEMENTS

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. Within the UEB, the JPO will have the opportunity of on-the-job training in a range of project management skills: reporting, budgeting, management information systems, desktop and publishing techniques and database management.

QUALIFICATIONS

The candidate is expected to have advanced degree in urban and/or municipal finance. Good knowledge of current local government and urban financing issues and solutions is required. He/she must also have good speaking and writing skills in the English language.

Working Experience:

The candidate is required to have over two years of experience with municipal and urban finance programmes. Any hands-on experience at municipal level is an added advantage. Professional experience in banking, microfinance, housing/mortgage finance or project finance is also an advantage. He/she must be fluent in English. Knowledge in one or more additional United Nations languages is desirable.

Competencies:

- **Professionalism:** 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.
- **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; demonstrates openness in sharing information and keeping people informed. Excellent drafting ability and communications

skills, both oral and written; proven ability to communicate complex concepts orally; ability to prepare written reports that are clear, concise and meaningful

- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; 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 and organizing:** Able to develop clear goals that are consistent with agreed strategies; identifies priority activities and assignments; identifies priority activities and assignments; allocates appropriate amount of time and resources for contingencies in planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

SUPERVISION

The Junior Professional Officer (JPO) will work under the supervision of the Branch Coordinator of the Urban Economy Branch

The supervisor will be responsible for the integration of the JPO into the UEB. The supervisor will bring the JPO up to speed on the current post-related programmes. The supervisor will review the work progress of the JPO and give feedback on his/her progress.

URBAN PLANNING AND DESIGN BRANCH

TERMS OF REFERENCE

Position:	Junior Professional Officer (JPO)
Subject:	National Urban Policies
First Reporting Office:	Regional and Metropolitan Planning Unit
Additional Reporting Office:	Urban Planning and Design Branch (UPDB)
Location:	UN-Habitat Headquarters, Nairobi, Kenya
Duration:	One year (with possible extension)

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.

Within, UN Habitat, the Urban Planning and Design Branch supports governments and local authorities with tested approaches, guidelines, and tools to plan the growth of cities in an inclusive, sustainable, and future-proof way, in tune with social, cultural, economic, and environmental concerns and particularities. Efforts focus on making cities more livable, productive, and inclusive through proper planning and design. This includes optimizing the population and economic density of urban settlements and promoting mixed land use, diversity, and better connectivity. It also encompasses social inclusion and gender balance, as well as ensuring that planning and design contribute to the development of more efficient, greener, and cleaner cities able to cope with the consequences of climate change. The Branch has three Units which are closely related: (1) Regional and Metropolitan Planning, (2) City Planning, Extension and Design, and (3) Climate Change Planning.

The work of the Regional and Metropolitan Planning Unit (RMPU) focuses on a broader scope for policy and planning through different scales and means. In order to provide guidance on planning and policy at the regional, metropolitan and national scales the RMPU conducts activities in knowledge management, tools development, capacity building, policy dialogue, and advisory services.

The Regional and Metropolitan Planning Unit is mandated within UN-Habitat to respond to the demand of member states and partners in the following areas of intervention:

- Development of National Urban Policies through a process including pre-feasibility analysis, diagnosis, formulation, implementation, and monitoring and evaluation;

- Regional, Metropolitan and City-region planning including development corridors and clusters, green economy, systems and connections of cities and urban rural linkages;
- Urban and Territorial Planning, particularly the development of the International Guidelines on Urban and Territorial Planning, as well as rolling out, implementation and monitoring of the Guidelines; and
- Spatial Planning Frameworks at city, metropolitan, regional and supra-national levels.

To deliver on its areas of intervention, the Unit works through the following approaches:

- Develop, manage and disseminate knowledge;
- Promote frameworks, policies and normative products;
- Support capacity development efforts;
- Develop tools and instruments;
- Strengthen partnerships and networking; and
- Provide advisory services to member states and Habitat Agenda partners.

The new generation of National Urban Policies (NUP) asserts the power of urban space and territoriality, the positive role of urbanization in national socio-economic development, and provides an overarching framework to address urban challenges. A NUP is a tool that can be used by government in order to guide and control urbanization. With input from the regional and local levels, a coordinated effort from the national level government through a NUP provides the appropriate framework for a nation-wide coordinated effort for positive urban development outcomes.

The JPO's focus will be supporting the RMPU in the management and growth of the National Urban Policy programme, in particular by contributing to expanding the NUP knowledge and capacity development resources providing by the Unit, assisting in the management of NUP development processes in targeted countries, and supporting the RMPU in the area of NUP in the lead up to and during Habitat III and beyond.

Post Location:

The post will be located in the Regional and Metropolitan Planning Unit of the Urban Planning and Design Branch (UPDB) within the United Nations Human Settlement Programme Headquarters in Nairobi, Kenya.

DUTIES AND RESPONSIBILITIES:

The international community has expressed a renewed interest in the development of a new generation of Urban National Policies (NUP). This interest is reflected in particular by the adoption of two resolutions by the UN General Assembly (A / C.2 / 69 / L62, December 2014) and the Governing Council of UN-Habitat (GC 24/3, April 2013) on NUP. Preparatory work for Habitat III and the implementation of the post-2015 agenda also identified NUP as one of the major levers that can support countries towards more sustainable and inclusive development paths.

UN-Habitat and its partners are supporting governments to develop and implement inclusive and coordinated NUP. The process of NUP development is extremely important as it provides a coherent set of decisions regarding urban development derived through a deliberate government-led process. This process involves the coordinating and the rallying of various actors for a common vision(s) and goal(s) that will promote more transformative, productive, inclusive and resilient urban development for the long term. Therefore, NUP is a powerful lever that can amalgamate the dispersed energy and potential of urban centres within a national system of cities and human settlements. In countries where NUP had been implemented effectively, it helped guide the urbanization process by promoting more compact, socially inclusive, better connected and integrated cities and territories that foster sustainable urban development and are resilient to climate change.

UN-Habitat and partners are supporting a dozen of countries developing and implementing NUP as a means to establish a synergetic connection between the dynamics of urbanization and the overall process of national development. UN-Habitat has documented a range of experiences and lessons learnt on NUP. Chief amongst them is that a NUP process builds linkages between sectors, defines the broad parameters within which the transformative force of urbanization is activated and steered, coordinates the work of different tiers of government, establishes the incentives for more sustainable practices, and allocates resources accordingly. The review of over 20 country experiences shows that NUP can also guide and circumvent uncontrolled rural-urban migration and overconcentration in a single megacity and ensure balanced development in smaller cities and market towns. Ultimately, NUP is assisting countries maximizing the benefits of urbanization, while mitigating inequalities and potential adverse externalities.

In order to support the RMPU in its work on National Urban Policies, the Junior Professional Officer (JPO) will have three core focus areas. Firstly, as the RMPU works to expand its knowledge portfolio and capacity development programs related to National Urban Policy, the JPO will contribute to this process by managing related research projects, facilitating linkages between other UN Habitat Branches and Units, and working to translate the knowledge portfolio into training and capacity development programs. Secondly, the JPO's focus will also be to support the overall management of the National Urban Policy development process in member state countries by providing consultative services at the country level regarding the UN Habitat approach to NUP, assisting in the development and follow-up of field activities, and participating in field missions in order to provide technical support to countries. Lastly, leading up to the Habitat III process, the JPO will support the RMPU preparation in the area of NUP leading up to, during and after Habitat III and related activities (ie. Prepcom III).

In this regard, the general duties of the JPO will be the following:

1. Collect, analyze and present information gathered from diverse sources to enhance the knowledge base on National Urban Policies in order to strengthen NUP tools already developed by the RMPU and also to work with the RMPU team in the further development of tools to support the development of NUP;
2. Assist in organizing meetings and workshops related to National Urban Policies, with the aim of identifying training needs and demand by working with key national and local stakeholders at local, regional and country levels as required;
3. Contribute to the development and implementation of training and capacity development tools and packages related to National Urban Policies and engage with the RMPU team to develop systems and platforms in order to facilitate the exchange of best practices and peer to peer learning;
4. Contribute and assist in preparing concept notes, project proposals, reports, draft background papers, analytical notes and give inputs to publications, including awareness materials, technical tools, case studies, etc.;
5. Assist in ensuring an effective and efficient execution the programme by coordinating the provision of appropriate technical support to projects through project design, field visits, training and evaluation, organization of meetings and other events, coordination and monitoring activities;
6. Undertake on-the-job or online specific trainings (including through seminar and conference) to enhance knowledge, delivery and performance;
7. Undertake other relevant duties to advance the work of the Unit, Branch and the Agency.

TRAVEL

The JPO will undertake official missions related to her/his work programme in different cities for, e.g., guidelines and tool application and training purposes. In most cases, funds can be made available through project sources. It is desirable for the JPO to participate in at least one relevant international conference per year (approximate cost of US\$4,000).

TRAINING AND LEARNING ELEMENTS

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. Within the RMPU team, the JPO will have the opportunities of on-the-job training on subject such as project development (e.g. UMOJA), reporting, budgeting, management

information systems, advanced software packages, web-page design, desktop publishing techniques, database management and geographical information systems. In general, the JPO will have the opportunity to gain experiences in working with the United Nations system, as well as with working with international institutions and national and local governments. It is expected that the JPO attends at least one international conference/workshop/seminar per year on a relevant topic and s/he will be exposed to international and local best practices in his field of work, thus expanding her/his understanding of development issues related to urban policies and urban planning.

QUALIFICATIONS

Advanced University degree (Master's degree or equivalent) in one or more of the relevant fields, including urban or regional planning, urban policy, policy analysis, or political science with a focus on urban affairs. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advance university degree.

Working Experience

At least two (2) years of progressively responsible professional experience in urban or urban development policy, policy analysis and assessment related work, and urban/regional planning.

Experience in operational activities and research and/or policy development work related to urban management issues in developing countries will be a strong advantage.

Experience in international work and knowledge of UN-Habitat activities and its partner programmes would be an asset.

The JPO must have excellent communication and technical writing skills and be capable of working in a multicultural environment.

He/she must be fluent in English. Knowledge of one or more additional United Nations languages is desirable.

Competencies

- **Professionalism** 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.
- **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; demonstrates openness in sharing information and keeping people informed, Excellent drafting ability and communications skills, both oral and written; proven ability to communicate complex concepts orally; ability to prepare written reports that are clear, concise and meaningful

- **Teamwork** Works collaboratively with colleagues to achieve organizational goals; 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 and organizing** Able to develop clear goals that are consistent with agreed strategies; identifies priority activities and assignments; identifies priority activities and assignments; allocates appropriate amount of time and resources for contingencies in planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

SUPERVISION

The Junior Professional Officer (JPO) will be part of, and work with the Regional and Metropolitan Planning Unit team located in UN-Habitat, reporting to the Unit Leader of the RMPU and the Coordinator of the UPDB.

<p><u>First reporting officer:</u></p> <p>Remy Sietchiping</p> <p>Regional and Metropolitan Planning Unit</p> <p>UN-Habitat, Nairobi</p>	<p><u>Second reporting officer:</u></p> <p>Rafael Tuts, Coordinator,</p> <p>Urban Planning and Design Branch,</p> <p>UN-Habitat, Nairobi</p>
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The supervisors will be responsible for the proper placement of the JPO with appropriate office space, computer equipment and telephone connection. Supervisors will introduce the JPO to the Branch and to relevant units in the whole agency. Both will elaborate on the integration of the JPO’s duties into the current work programme and guide the development of the e-Performance documents. General objectives, desired results and anticipated problems will be discussed beforehand with the JPO. The first and additional supervisors will obtain regular feedback on the progress of activities. The JPO is expected to carry out the duties under the general supervision and to consult with the supervisors on issues of policy or other sensitivity matters. Final results of each set of activities will be reviewed for attainment and quality of work. The JPO will be part of the unit team and participate in the regular team meetings. As part of its duties, the JPO will take part in missions in the field, in most cases together with at least one other staff, and be encouraged to take initiative during the missions.

REGIONAL OFFICE FOR ASIA AND THE PACIFIC

TERMS OF REFERENCE

JUNIOR PROFESSIONAL OFFICER (JPO)

POSITION: Junior Programme Officer

SECTION: Regional Office for Asia and the Pacific/ UN-Habitat India

LOCATION: New Delhi, India

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.

UN-Habitat's programme in India has primarily focused on Water, Sanitation and Hygiene. UN-Habitat is now 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 to the Smart Cities

Programme and Urban Renewal Mission (ii) Housing For All (iii) enhanced skill development and knowledge partnerships.

DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS

Under the direct supervision of the (Senior) Human Settlements Officer, the Junior Programme Officer will be required to perform the following duties and responsibilities:

- Familiarise with 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 Post-2015 development agenda planning, the Sustainable Development Goals (SDGs) at the country level, focusing on UN-Habitat mandate areas.
- Support the country office in its support to relevant stakeholders in the preparation for and follow up to the Third United Nations Conference on Housing and Sustainable Urban Development (Habitat III).
- Support the (Senior) Human Settlements Officer in his/her 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 (Senior) Human Settlements Officer 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.

REGIONAL OFFICE FOR ASIA AND THE PACIFIC (ROAP)

TERMS OF REFERENCE

JUNIOR PROFESSIONAL OFFICER (JPO)

POSITION: Junior Programme Officer
SECTION: Regional Office for Asia and the Pacific/ UN-Habitat India
LOCATION: Jakarta, Indonesia

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.

UN-Habitat has supported the Government of Indonesia for more than 20 years, through technical cooperation for Indonesia's Integrated Urban Development Programme in the 1990s and in support of the subsequent decentralization as of 1999. A variety of donors, including the Cities Alliance, supported UN-Habitat's programmes with a variety of cities, in collaboration with the Ministry of Public Works and Housing and the Ministry for National Development Planning (BAPPENAS). UN-Habitat recently completed a programme in support of new guidelines for medium-term investment planning by cities. In addition, UN-Habitat was a key partner of the Government during the recovery and reconstruction in Aceh and Nias after the 2004 Indian Ocean Tsunami, in collaboration with UNDP and the ADB.

In 2014, UN-Habitat and the Government of Indonesia forged a new partnership which emphasizes the country's prominent role in the ASEAN region and the broader Asia-Pacific Region. On the basis of a new MOU and following resolution in the Regional Commission for Asia and the Pacific (ESCAP) and in the General Assembly, Indonesia will host the Asia Pacific Urban Forum and the High-Level Regional Asia-Pacific Preparatory Meeting for Habitat III in October 2015, as well as the global Preparatory Committee meeting for Habitat III in July 2016. This last "PrepCom" will approve the draft outcome document for Habitat III.

Meanwhile, the Regional Office for Asia and the Pacific (ROAP) and its sub-office in Bangkok are actively coordinating with Indonesian and with ESCAP to provide high quality substantive inputs to the process, in collaboration with Regional Partners. The key non-government partner in this network in Indonesia is the Kemitraan Habitat (Habitat Agenda Partners), a multistaker forum with which UN-Habitat shares offices in Jakarta.

DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUT

Under the direct supervision of the (Senior) Human Settlements Officer, the Junior Programme Officer will be required to perform the following duties and responsibilities:

- Familiarise with 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
- Actively support the preparation for and implementation of regional and global conferences as they relate to Habitat III and liaise with the Habitat III secretariat, the UN-Habitat Regional office in Fukuoka, the Habitat Bangkok office as well as the Country Offices.
- Support the (Senior) Human Settlements Officer in his/her 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 (Senior) Human Settlements Officer 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.

REGIONAL OFFICE FOR ASIA AND THE PACIFIC

TERMS OF REFERENCE

JUNIOR PROFESSIONAL OFFICER

POSITION: Junior Programme Officer (JPO)
SECTION: Regional Office for Asia and the Pacific/ UN-Habitat Myanmar
LOCATION: Yangon, Myanmar

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.

UN-Habitat has been actively supporting the Government of the Republic of the Union of Myanmar with technical assistance on issues related to disaster risk reduction, climate change, Urban Planning & Management, National Building Codes Development, City Development Strategies, Training & Capacity Development on Urban Management issues, National Housing Policy formulation, Land Administration and Management, Urban Research and Poverty Reduction and community development. The agency currently has 22 international advisors and 300 national staff members.

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 with 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 Post-2015 development agenda planning, the Sustainable Development Goals (SDGs) at the country level, focusing on UN-Habitat mandate areas.
- Support the country office in its support to relevant stakeholders in the preparation for and follow up to the Third United Nations Conference on Housing and Sustainable Urban Development (Habitat III).
- Support the Country Programme Manager / Chief Technical Advisors in his/her 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.

REGIONAL OFFICE FOR ASIA AND THE PACIFIC

TERMS OF REFERENCE

JUNIOR PROFESSIONAL OFFICER

POSITION: Junior Programme Officer (JPO)

SECTION: Regional Office for Asia and the Pacific/ UN-Habitat Nepal

LOCATION: Kathmandu, Nepal

BACKGROUND AND JUSTIFICATION

Nepal is one of the most vulnerable countries in the world in terms of disaster. The country is prone to multi-hazards including earthquake, flood, landslides, fire, wind storms, cold waves and lightening. Nepal ranks 11th in terms of earthquake, 6th to climatic hazards, 30th in terms of floods related disasters. While UN along with development partners is supporting the government in preparing for such disasters there is yet a long way to go for more activities. For the coordination purpose Nepal Risk Reduction Consortium has been established UN-Habitat is one of the agencies involved in the support of the government in disaster-related activities.

The UN-Habitat office in Kathmandu is aiming to expand its activities as guided by UN-Habitat Strategic Plan 2014-19; Habitat Country Programme Document (HCPD) 2014-15 and the UN Development Assistance Framework (UNDAF) for Nepal (2013-17). The ‘Green Homes’ programme in partnership with the European Union’s SWICTH Asia Programme, the country-wide sanitation programme under the Global Sanitation Fund, and the national peace building initiative on Catalytic Support to Land Reform are the three ongoing fields that UN-Habitat is involved in Nepal. The Cities and Climate Change Initiative, Water for Life and Public Space Management are smaller initiatives supported by UN-Habitat.

During 2015, in line with UN-Habitat’s mandate, the Habitat Programme Manager in Nepal is exploring possibilities of expanding activities in the areas of shelter, slum upgrading, disaster management and risk reduction, climate change and urban governance. Further support is required to HPM within these areas focusing on programme planning, resource mobilization, documentation and other tasks as required. Within this context, UN-Habitat in Nepal is seeking support of Junior Programme Officer (JPO) to assist the country programme and its expansion.

DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUT

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

- Familiarise with the mandate of UN-Habitat and UN rules and regulations

- Study ongoing initiatives in disaster preparedness and post disaster support in Nepal; prepare related project proposals for UN-Habitat's greater involvement; explore funding sources and implementation mechanism, and represent UN-Habitat in disaster-related fora.
- Explore the role of UN-Habitat Nepal Office in the context of cities and climate change and urban governance; prepare proposals and explore potential sources of funding in these fields with relevant partners nationally, regionally and globally.
- Participate in activities related to the Post-2015 development agenda planning, the Sustainable Development Goals (SDGs) in Nepal, focusing on UN-Habitat mandate areas.
- Support HPM in his/her 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

- 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 working experience in human settlements issues and/or disaster management in international cooperation and/or developing countries in particular.
- Strong inter-personal skills.
- Excellent proficiency in spoken and written English.
- Ability to work under a high pressure, ethnically diverse, and in sensitive political settings.
- Capacity to work as part of a large team.

SUPERVISION

Habitat Programme Manager will be first reporting officer for the JPO. Project specific supervision will be provided by 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 of supporting the Nepal Country Office.

REGIONAL OFFICE FOR ASIA AND THE PACIFIC (ROAP)

TERMS OF REFERENCE

JUNIOR PROFESSIONAL OFFICER (JPO)

POSITION: Junior Programme Officer

SECTION: Regional Office for Asia and the Pacific/ UN-Habitat Sri Lanka

LOCATION: Colombo, Sri Lanka

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.

UN-Habitat is working with the Government of Sri Lanka since 1978. Technical cooperation programmes ranging from national level to city level focus on low income settlements upgrading, climate change and disaster risk reduction, urban planning and post-conflict reconstruction of housing and basic services have been implemented. The current country programme continues to support the government's post-conflict recovery and reconstruction efforts in the North and the East of Sri Lanka, while providing specific technical assistance on urbanization policy issues, disaster risk reduction initiatives and improving housing and infrastructure facilities in rural regions

including the plantation sector. The agency currently has 4 international advisors with 250 national staff members.

DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUT

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

- Familiarise with 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 Post-2015 development agenda planning, the Sustainable Development Goals (SDGs) at the country level, focusing on UN-Habitat mandate areas.
- Support the country office in its support to relevant stakeholders in the preparation for and follow up to the Third United Nations Conference on Housing and Sustainable Urban Development (Habitat III).
- Support the Habitat Programme Manager / Chief Technical Advisor in his/her 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 Habitat 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.

CITY RESILIENCE PROFILING PROGRAMME

TERMS OF REFERENCE

JPO / ASSOCIATE EXPERT DISASTER MANAGEMENT

- Position:** Associate Expert Disaster Management
- Branch:** Risk Reduction Unit/City Resilience Profiling Programme
- Location:** Nairobi, Kenya with possible relocation to Barcelona, Spain
- Duration:** 2 years

BACKGROUND AND JUSTIFICATION

As the lead agency within the United Nations system for coordinating activities in the field of human settlements, UN-HABITAT is also the focal point for the implementation of the Habitat Agenda – the global plan of action adopted in June 1996 by the international community at the Habitat II Conference in Istanbul, Turkey. Its activities contribute to the overall objective of the United Nations system to reduce poverty and promote sustainable development within the context of a rapidly urbanizing world.

UN-HABITAT is mandated through the Habitat Agenda to take the lead in disaster mitigation, and post-disaster rehabilitation capabilities in human settlements. The Habitat Agenda clearly outlines the link between human settlements development and vulnerability to disasters. In addition, the need for coordination and close partnerships with national and local governments, as well as civil society is emphasized. Finally, the Habitat Agenda recognizes the particularly deleterious impact of disasters on youth and women, and affirms the need for active involvement of women in disaster management. These steering principles underpin all normative and operational activities of the Risk Reduction Unit (former Disaster and Post-Conflict Section (DPCSS)), and its specific programme on urban resilience.

While advances in international development programming are being made in shifting emphasis from risk reduction to resilience, no means of measuring urban resilience has been developed to date leaving city and town administrations understanding only what their inherent vulnerabilities may be. Building on previous experience, and expanding the threat/hazard envelope to include economic, social and human-driven hazards, UN-Habitat will focus on establishing clear standards that planners, engineers, architects, economists, and other professionals who manage and develop cities can target and use to ensure cities actually do become measurably more resilient and that progress can be monitored.

The primary justification for the City Resilience Profiling Programme (CRPP) therefore is developing an integrated forward planning urban systems approach founded on the principles of ‘resilience’ that dynamically underpin improved capacity to protect urban citizens and their assets and recover from all hazards. ‘Urban Resilience’ refers to the ability of any urban system, to withstand and recover quickly from ‘catastrophic events.’ The CRPP fills a large gap providing forward-looking, integrated, multi-hazard multi-stakeholder, urban systems approach to planning and developing urban settlements.

The City Resilience Profiling Programme (CRPP) operates under Urban Risk Reduction and Resilience Unit of the Risk Reduction and Rehabilitation Branch. The functions of the RRU (formerly DPCSS) were created to marshal the resources of UN-HABITAT and other international agencies to provide local government, civil society and the private sector with practical strategies for mitigating and recovering from conflicts and natural disasters in the context of human settlements.

CRPP’s mission is to support national governments, local authorities and civil society in strengthening their capacity to reduce the impact of human-made and natural disasters affecting human settlements. The City Resilience Profiling Programme, launched in June 2012, will support local governments to build their capacity to build resilience by developing a comprehensive and integrated urban planning and management approach and tools for measuring and profiling urban resilience to all types of hazards.

The Programme will be implemented through partnerships with primary stakeholders including international agencies such as the Medellin Collaboration on Urban Resilience, academic and research institutes, private sector actors, and NGOs in support of local governments. The tools and guidelines developed under the Programme will be tested and piloted together with the partner cities of the Programme – Balangoda (Sri Lanka), Beirut (Lebanon), Dagupan (Philippines), Dar es Salaam (Tanzania), Lokoja (Nigeria), Portmore (Jamaica), Talcahuano/Concepcion (Chile), Tehran (Iran), and Wellington (New Zealand), and Barcelona.

DUTIES AND RESPONSIBILITIES

Reporting to the Chief of the Urban Risk Reduction Unit, the Associate Expert will provide substantive professional inputs to the City Resilience Profiling Programme. The Associate Expert will be expected to carry out the following tasks:

- Assist in the assessment, monitoring and evaluation of City Resilience Profiling Programme’s global activities;
- Assist in the development, design and implementation of operational projects on disaster management, vulnerability reduction and urban systems approach to measuring and monitoring urban resilience;

- ❑ Identify and evaluate current trends and emerging issues in global norms addressing the resilience of cities;
- ❑ Contribute to the provision of support services including coordination, to the global/regional projects, CRPP partner cities, and partner agencies;
- ❑ Assist in developing knowledge management programming for the CRPP, based on the existing tools and manuals, clearly specifying how project activities will provide added value to field and global learning;
- ❑ Promote the linkages and cooperation between the CRPP and UN-HABITAT's programmes and Regional Offices, with regard to the above activities.
- ❑ Undertake any other tasks for the City Resilience Profiling Programme, which are in line with the experience of the candidate;

REQUIRED QUALIFICATION AND EXPERIENCE:

University degree in Urban or Regional Planning/Engineering/Architecture/Development Economics/Urban Governance with experience in the identification and design of technical cooperation projects and policy development would be appropriate. Relevant experience would ideally be in the area of disaster management, vulnerability reduction, and research on (urban) systems modeling.

The candidate should be highly motivated to work for an international organization, at a global level.

URBAN BASIC SERVICES BRANCH

TERMS OF REFERENCE

JUNIOR PROFESSIONAL OFFICER (JPO)

POSITION Junior Professional Officer (Sustainable Urban Mobility Specialist)

LOCATION Urban Basic Services Branch, UN-Habitat Headquarters, Nairobi, Kenya

BACKGROUND AND JUSTIFICATION

The Challenge

Rapid motorization and insufficient investments in urban transport planning, traffic management and infrastructure in cities in developing countries are cause increasing road accidents and injury, health risks, and air pollution. Further negative implications are low economic productivity in all economic sectors, affecting particularly poor urban residents. Better Urban mobility is key to realizing the great potential of urbanisation as the driver of economic prosperity and social development in fast growing cities.

In developing countries, deficits in urban transport systems have both social, environmental and economic implications. On the one hand, lack of access to basic services by the world's poor represents an enormous barrier to development, especially on terms of accessing housing and employment options. The lack of efficient transportation systems is also a limiting factor for businesses and public operators to expand and provide services efficiently. In developed countries, in turn, the key task in the next decades will be to implement effective models and technologies to substantially reduce energy consumption and emissions of the transport sector. All over the world, pro-poor action in the urban transport field will also have to be a key element of sustainable strategies for adapting to and mitigating Climate Change.

UN-Habitat Response

The overall approach of UN-Habitat towards sustainable urbanisation emphasizes, urban planning, urban legislation and urban economy. The main purpose of Urban Mobility is to improve *accessibility* and UN-Habitat stresses the need for managing the “demand” for mobility rather than the “supply”.

To address the problems of increasing motorization, air pollution and deteriorating public transport and conditions for appropriate usage of non-motorized transport (bicycling and walking) experienced by most developing country cities, UN-HABITAT activities in urban transport and mobility focus on action priorities as indicted below:

- Promoting urban development strategies that better integrate, land use planning, environmental quality and transport to minimize trip distances and reduce negative development impacts;
- Promote public transport integrated with safe non-motorized transport – cycling and walking
- Increase the efficiency of existing transport operations through improved planning and management of all modes of transport and new technologies;
- Improve *accessibility* to goods, service, amenities and opportunities in an inclusive manner focusing on the needs of the poor and vulnerable groups, including women

Recently in the UN Climate Summit held on 23 September 2014 UN-Habitat launched the “Urban Electric Mobility Initiative” which aims at the widespread adoption of Electric Mobility through collaboration between cities and the Industry in the context of better urban planning.

DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUT

1. Research, document and evaluate existing innovative approaches and experiences at global level in regard to models for expanding non-motorized and public transport options, particularly for the urban poor.
2. Initiate documentation and dissemination of case studies on best-practice models and effective national policy frameworks to address the environmental, social and economic dimensions of urban transport and the implications for poverty alleviation and sustainable urban development.
3. Assist in providing technical advice on the development and implementation of enhanced non-motorized and public transport options and traffic demand management in UN-Habitat partner countries to national and local governments.
4. Initiate new partnerships and dialogue between communities, community-based organisations, local governments, private or public transport operators, international development partners or other partners in UN-Habitat partner countries.
5. Assist in Resource Mobilization efforts by identifying opportunities and preparing proposals for donors including Business Sector organizations.
6. Support the development of the Urban Electric Mobility Initiative- it is expected that the incumbent would play a significant role in establishing and subsequently as a key member of the UEMI Secretariat to be established by UN-Habitat in collaboration with other partners. She/he will maintain close liaison with industry partners such as Michelin, Siemens and BYD and industry associations such as the European Association for Battery, Hybrid and Fuel Cell Vehicles (AVERE) and the World Electric Vehicle Association (WEVA)

7. She/he is expected to contribute to UN-Habitat's work in the process leading to the 2015 Climate Summit in Paris and beyond.
8. Assist in the implementation of UN-Habitat supported initiatives and projects including the GEF supported "Sustainable Transport for East African Cities" Project (SUSTRAN).
9. Support the broader work of the Urban Basic Services Branch by contributing to the integrated approach to urban basic services and through reporting on outcomes and outputs.

TRAVEL

Overall: Occasional Travel to key conferences and in relation to on-going projects may be required.

TRAINING AND LEARNING ELEMENTS

The incumbent will be encouraged and supported to engage in technical or general training and learning activities both at the UN campus in Nairobi, at external conferences and training event and through electronic courses.

The Human Resources Management Service of the United Nations Office at Nairobi offers a wide range of cross-cultural training workshops or language classes.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

QUALIFICATIONS

Education: Advanced University degree (Masters or Equivalent) in Transportation Planning or Engineering, Urban Geography, Urban or Regional Planning or related fields such as Public or Business Administration with knowledge on sustainable urban transportation and mobility issues and implication of new models 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 urban transportation programmes and initiatives in non-motorized transport and public transit initiatives

Languages: English and French are the working languages of the United Nations Secretariat. For the post advertised, excellent fluency in oral and written English is essential. Knowledge of French and/or Spanish or other United Nations official languages an asset.

Other Skills: Understanding of diverse institutional cultures and the specific needs and conditions of low-income residents, slum-dwellers, NGOs and Municipalities involved in addressing the urban mobility needs of the poor.

CORE COMPETENCIES

Professionalism - In-depth understanding of strategic direction and ability to transform it into results-oriented work programme. Ability to identify key strategic issues, opportunities and risks.

Communication - Excellent and effective written and oral skills; ability to persuade people with varying points of view and to present information in a concise and accurate manner, ability to clearly communicate links between the organizations.

Planning and Organizing - Proven ability to plan, coordinate and monitor own work and that of others. Provide advice and guidance to others. Ability to work under pressure;

Teamwork - Ability to interact, establish and maintain productive partnerships with clients with sensitivity and respect for diversity. Tact and negotiating skills; good judgement and decision-making skills.

SUPERVISION

Under the overall Supervision of the Coordinator, Urban Basic Services Branch, the JPO will work under the direct supervision of the Human Settlements Officer, Lead, Urban Mobility.

REGIONAL OFFICE FOR LATIN AMERICA AND THE CARIBBEAN

TERMS OF REFERENCE

JUNIOR PROFESSIONAL OFFICER (JPO)

- POSITION:** Junior Professional Officer (Urban Economy and Finances)
- SECTION:** Regional Office for Latin America and the Caribbean
- LOCATION:** UN-HABITAT / ROLAC Hub, Rio de Janeiro, Brazil
- DURATION:** Two years (with possible extension)

BACKGROUND AND JUSTIFICATION

The United Nations Human Settlements Programme (UN-HABITAT) is the go-to UN Agency for sustainable urbanization and adequate shelter for all. The UN estimates that one of the key areas of work to help cities in building better environments to enhance quality of urban live and foster sustainable development is urban economy and finances. Latin America and the Caribbean is the most urbanised developing region and counts number of challenges and opportunities regarding the future of its cities.

With 80% of urban population living in cities of different sizes, LAC region has a big potential in building urban prosperity on the already existent urban settings. According to UN-Habitat and ECLAC, urban economy has a big role to play in a context where many cities are looking for new redevelopment projects, allowing them to rebuild a sustainable density, to strengthen connectivity, to improve integration and develop inclusion. Plans are not enough and they have to be implementable from a financial perspective. It is therefore crucial being able to develop realistic financial plans for urban plans and based as much as possible on endogenous resources, as for instance those related to land value capture and others.

Also, redevelopment plans have the possibility to induce economies of agglomeration when properly articulated with infrastructure investment. UN-Habitat interventions and programmes, including in articulation with Regional Development Banks are taking this positive articulation into account. To support the effort that is being undertaken by both national governments and local authorities, UN-Habitat has included Urban Economy and Finances as a key component of its work programme, including in LAC, together with urban planning and design and urban governance. Current regional strategy in LAC is built on this three legged approach and the JPO position will support development of programmes in the region in that regard.

DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUT

The JPO will be responsible of the following:

- Supporting development of portfolio on urban redevelopment plans in LAC, including through technical visits to the field, pipeline monitoring and articulation with HQ Urban Economy and three legged approach team at HQ.
- Following up portfolio development with the regional development banks (IDB, CAF, BCIE)
- Adapting global tools on Urban Economy and Finances to LAC specificities in order to support better project design.;
- Support other ROLAC activities, including backstopping of on-going projects in the field,
- Articulate with other UN-Habitat technical units in order to look for multidimensional area based approaches.
- Help ROLAC with periodic reporting requirements, to both internal and external bodies.

TRAVEL

The JPO may be required to travel to the countries where ROLAC has its current portfolio, as deemed appropriate, and for fact-finding/due-diligence missions on programme development in Latin America and the Caribbean.

TRAINING AND LEARNING ELEMENTS

The JPO will have the opportunity to learn/improve various skills relating to UN-Habitat methodologies and tools on urban economy and finances, urban planning and design, urban legislation and urban prosperity, as per job requirements.

The JPO will also have the opportunity to receive UN training courses relating to gender, Results Based Management, Ethics, management issues, etc. as appropriate.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

Education:

- Advanced University degree (Master's degree or equivalent) in urban economics, urban planning and design, regional planning, geography or related field.
- At least 2 years of relevant professional experience, particularly in urban economy and finances, urban development projects, regional development or a related field. Experience in business plan design is highly desirable.
- Working experience in LAC would be an asset

- English and French are UN working languages. For this position, fluency in oral and written Spanish and English is required. Knowledge of Portuguese is an asset.

SUPERVISION

The JPO will work under the supervision of Human Settlement Officer responsible for Programme Development and the overall direction of ROLAC Regional Director. . On recurrent basis – twice a year – a performance/evaluation-related meeting shall be arranged to discuss issues, problems/performance, changes and opportunities for the JPO.

REGIONAL OFFICE FOR LATIN AMERICA AND THE CARIBBEAN

TERMS OF REFERENCE

JUNIOR PROFESSIONAL OFFICER (JPO)

POSITION:	Junior Professional Officer (Urban Planning)
SECTION:	Regional Office for Latin America and the Caribbean
LOCATION:	UN-HABITAT / ROLAC Hub, Rio de Janeiro, Brazil
DURATION:	Two years (with possible extension)

BACKGROUND AND JUSTIFICATION

The United Nations Human Settlements Programme (UN-HABITAT) is the go-to UN Agency for sustainable urbanization and adequate shelter for all. The UN estimates that one of the key areas of work to help cities in building better environments to enhance quality of urban live and foster sustainable development is urban planning. Latin America and the Caribbean is the most urbanised developing region and counts number of challenges and opportunities regarding the future of its cities.

With 80% of urban population living in cities of different sizes, LAC region has a big potential in building urban prosperity on the already existent urban settings. According to UN-Habitat and ECLAC, urban planning has a big role to play in a context where many cities are looking for new redevelopment projects allowing them to rebuild a sustainable density, to strengthen connectivity, to improve integration and develop inclusion.

To support the effort that is being undertaken by both national governments and local authorities, UN-Habitat has included Urban Planning and Design as one of its key programmes in LAC, together with urban governance and urban economy. Current regional strategy in LAC is built on this three legged approach and the JPO position will support development of programmes in the region in that regard.

DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS

The JPO will be responsible of the following:

- Supporting development of portfolio on urban planning and design in LAC, including through technical visits to the field, pipeline monitoring and articulation with HQ Urban Planning Lab at HQ.
- Adapting global tools on Urban Planning and Design to LAC specificities in order to support better project design.;
- Support other ROLAC activities, including backstopping of on-going projects in the field,

- Articulate with other UN-Habitat technical units in order to look for multidimensional area based approaches.
- Help ROLAC with periodic reporting requirements, to both internal and external bodies.

TRAVEL

The JPO may be required to travel to the countries where ROLAC has its current portfolio, as deemed appropriate, and for fact-finding/due-diligence missions on programme development in Latin America and the Caribbean.

TRAINING AND LEARNING ELEMENTS

The JPO will have the opportunity to learn/improve various skills relating to UN-Habitat methodologies and tools on urban planning and design, urban finances, urban legislation and urban prosperity, as per job requirements.

The JPO will also have the opportunity to receive UN training courses relating to gender, Results Based Management, Ethics, management issues, etc as appropriate.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

Education:

- Advanced University degree (Master's degree or equivalent) in urban planning and design, regional planning, urban economics, geography or related field.
- At least 2 years of relevant professional experience, particularly in urban planning, urban design, regional planning or a related field. Experience in project design is highly desirable.
- Working experience in LAC would be an asset
- English and French are UN working languages. For this position, fluency in oral and written Spanish and English is required. Knowledge of Portuguese is an asset.

SUPERVISION

The JPO will work under the supervision of Human Settlement Officer responsible for Programme Development and the overall direction of ROLAC Regional Director. . On recurrent basis – twice a year – a performance/evaluation-related meeting shall be arranged to discuss issues, problems/performance, changes and opportunities for the JPO.

REGIONAL OFFICE FOR LATIN AMERICA AND THE CARIBBEAN

TERMS OF REFERENCE

JUNIOR PROFESSIONAL OFFICER (JPO)

- POSITION:** Junior Professional Officer (Urban Planning)
- SECTION:** Regional Office for Latin America and the Caribbean
- LOCATION:** UN-HABITAT / ROLAC Hub, Mexico City, Mexico
- DURATION:** Two years (with possible extension)

BACKGROUND AND JUSTIFICATION

The United Nations Human Settlements Programme (UN-HABITAT) is the go-to UN Agency for sustainable urbanization and adequate shelter for all. The UN estimates that one of the key areas of work to help cities in building better environments to enhance quality of urban live and foster sustainable development is urban planning. Latin America and the Caribbean is the most urbanised developing region and counts number of challenges and opportunities regarding the future of its cities.

With 80% of urban population living in cities of different sizes, LAC region has a big potential in building urban prosperity on the already existent urban settings. According to UN-Habitat and ECLAC, urban planning has a big role to play in a context where many cities are looking for new redevelopment projects allowing them to rebuild a sustainable density, to strengthen connectivity, to improve integration and develop inclusion.

To support the effort that is being undertaken by both national governments and local authorities, UN-Habitat has included Urban Planning and Design as one of its key programmes in LAC, together with urban governance and urban economy. Current regional strategy in LAC is built on this three legged approach and the JPO position will support development of programmes in the region in that regard.

DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUT

The JPO will be responsible of the following:

- Supporting development of portfolio on urban planning and design in Central America, the Caribbean and México, including through technical visits to the field, pipeline monitoring and articulation with HQ Urban Planning Lab at HQ.
- Adapting global tools on Urban Planning and Design to LAC, particularly to the Caribbean in order to support better project design.;
- Support other ROLAC activities, including backstopping of on-going projects in the field,

- Articulate with other UN-Habitat technical units in order to look for multidimensional area based approaches.
- Help ROLAC with periodic reporting requirements, to both internal and external bodies.

TRAVEL

The JPO may be required to travel to the countries where ROLAC has its current portfolio, as deemed appropriate, and for fact-finding/due-diligence missions on programme development in Latin America and the Caribbean, mainly in Central America and Caribbean Islands.

TRAINING AND LEARNING ELEMENTS

The JPO will have the opportunity to learn/improve various skills relating to UN-Habitat methodologies and tools on urban planning and design, urban finances, urban legislation and urban prosperity, as per job requirements.

The JPO will also have the opportunity to receive UN training courses relating to gender, Results Based Management, Ethics, management issues, etc. as appropriate.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

Education:

- Advanced University degree (Master's degree or equivalent) in urban planning, urban design, regional planning, urban economics, geography or related field.
- At least 2 years of relevant professional experience, particularly in urban planning, urban design, public spaces or a related field. Experience in project design is highly desirable.
- Working experience in LAC would be an asset
- English and French are UN working languages. For this position, fluency in oral and written Spanish and English is required. Knowledge of French is an asset.

SUPERVISION

The JPO will work under the supervision of Senior Officer in México and the overall direction of ROLAC Regional Director. . On recurrent basis – twice a year – a performance/evaluation-related meeting shall be arranged to discuss issues, problems/performance, changes and opportunities for the JPO.

URBAN PLANNING AND DESIGN BRANCH

TERMS OF REFERENCE

JUNIOR PROFESSIONAL OFFICER (JPO)

- Position:** Junior Professional Officer (JPO)
- Subject:** Urban Planning
- Division:** Urban Planning and Design Branch
- Location:** UN-HABITAT Headquarters, Nairobi, Kenya
- Duration:** One year (with possible extension)

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 Urban Planning in the City Extension and Design Unit, Urban Planning and Design Branch.

The Urban Planning and Design Branch (UPDB) of UN-Habitat supports countries in developing urban planning methods and systems that address current urbanization challenges. It promotes urban planning approaches to address urban expansion and transformation.

Cities face an enormous backlog of services and housing. There is indeed an urban planning crisis: the unplanned city is largely inefficient and requires increasing resources to make it more functional and liveable. In an era of growing oil prices and climate change challenges, low-carbon development also needs to be envisaged. Only those cities able to embrace different patterns of growth and address inequalities and inefficiencies will be able to provide better lives for their residents, while limiting ecological damage.

In order to further advance innovations, five principles of sustainable urban planning are being promoted by UN-Habitat:

1. Plan in advance of population increase, with the view to remain basic but relevant and comprehensible but not necessarily comprehensive, and to leverage plans for revenue creation through value capture.
2. Plan at the scale of the problem, particularly the projected growth of the urban population.

3. Plan incrementally, starting with streets and following with water and sanitation, drainage, energy and lighting, transport, etc. This gives priority to improving the proportion of land allocated to streets and in turn supports service delivery and progressive taxation.
4. Plan for density and mixed land use, aiming at vertical features that lower transaction costs, positively impact the economies of scale (and economies of agglomeration), and improve revenue from taxation.
5. Provide for urban networks for sustainable mobility and sustainable energy.

In this respect, UN-HABITAT, has recently established an in-house Urban Planning and Design Laboratory (Planning Lab) with the objective of helping to translate principles into concrete projects and proposals and to catalyze local change through concrete projects. As part of this work, UN-Habitat is also developing of innovative urban planning tools for physical and strategic planning at the city level as well as for city extension and city infill, through analysis of good practices and pilot testing in countries. This work is also translated into lessons for national and global policy making.

The post is located within the City Planning, Extension and Design Unit, and will provide technical support to the Urban Planning and Design Laboratory and its various stakeholders and beneficiaries. The Unit is located within the Urban Planning and Design Branch.

DUTIES AND RESPONSIBILITIES

The Junior Professional Officer (Urban Planning) will contribute to the development of the plans and proposals of the Urban Planning Lab and provide assistance and support to UN-Habitat on urban planning related matters at city and site scale, in particular with respect to development of concept plans at city and neighborhood level, design of support activities with cities and local governments, and provision of inputs for city level activities. The Junior Professional Officer will assist in the development and follow-up of field activities and participate in field missions in order to contribute to planning exercises, charrettes and planning studios and provide support to the cities.

The main duties of the JPO will be the following:

1. Contribute to the analysis and assessment of urban planning systems and instruments in developing and transition countries.
2. Assist in the provision of technical assistance in the development of initiatives on City Planning, Extension and Design in developing countries and emerging economies.
3. Support the establishment and the follow-up of collaborative initiatives with partners and key stakeholders at global and regional level in urban planning, policy analysis and practice documentation, tools development and provision of technical assistance.

4. Collect, analyze and present information gathered from diverse sources to prepare city level activities, with a focus extension and densification planning.
5. Contribute to the development of situation analysis, concept plans, planning reports for partner cities through drawing, and writing with various mediums (AutoCAD, Illustrator, Word, hand sketching, etc.)
6. Contribute and assist in preparing planning reports, papers, analytical notes and documentation of activities.
7. Contribute to preparation of case studies to support local dialogue and inform the planning work
8. Initiate and coordinate outreach activities and capacity development activities
9. Collaborate with the Legislation Unit and the Urban Economy Branch to develop integrated tools and solutions, in support of the planning exercises.
10. Assist in ensuring an effective and efficient execution of projects and programmes by providing appropriate technical support to projects through project design, field visits, training and evaluation, coordination and monitoring activities;
11. Provide administrative and logistical support to consultative meetings and various conferences, partners meetings and expert group meetings on urban planning and design.
12. Perform other related duties.

TRAVEL

The JPO will undertake official missions related to her/his work programme in different pilot cities to participate in planning activities and training/dialogue sessions with variety of stakeholders. In most cases, funds can be made available through project sources. It is desirable for the JPO to participate in at least one relevant international conference per year (approximate cost of US\$4,000).

TRAINING AND LEARNING ELEMENTS

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. Within the UPDB team, the JPO will have the opportunities of on-the-job training in project development, reporting, budgeting, management information systems, in advanced software packages, web-page design, desktop and publishing techniques, database management and geographical information systems. In general, the JPO will have the opportunity to gain experiences in working with the United Nations system, as well as with working with international institutions and national and local governments. It is expected that the JPO attends at least one international conference per year on a relevant topic and s/he will be

exposed to international and local best practices in his field of work, thus expanding her/his understanding of development issues related to urban planning and city development.

QUALIFICATIONS

Advanced University degree (Master's degree or equivalent) in one or more of the relevant fields, including urban or regional planning, architecture, landscape planning, with a focus on urban planning and design. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advance university degree.

Working Experience: At least two (2) years of progressively responsible professional experience in urban planning or design practice, with private companies, public agencies or academia. Experience in operational activities and research and/or policy development work related to urban management issues (preferably with a local government or with the United Nations) will be a strong advantage.

The JPO must have excellent communication and technical drawing skills and be capable of working in a multicultural environment. He/she must be fluent in English. Knowledge of one or more additional United Nations languages is desirable.

Competencies

- **Professionalism** 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.

Branch Location:

The Urban Planning and Design Branch is one of the 7 Branches of UN-Habitat and is in charge of the implementation of the work-programme Focus Area 2 : Urban Planning and Design

SUPERVISION

The Junior Professional Officer (JPO) will be part of, and work with the Urban Planning and Design Laboratory within the City Planning, Extension and Design Unit of the Urban Planning and Design Branch. S/he will directly report to the Leader, City Planning, Extension and Design Unit and work in close collaboration with the Project Manager, Planning Lab.

The supervisor will be responsible for the proper placement of the JPO with appropriate office space, computer equipment and telephone connection. He will introduce the JPO to the Unit and Branch, and to relevant units in the whole agency. Both will elaborate on the integration of the JPO’s duties into the current work programme in the light of the Performance Appraisal System (PAS). General objectives, desired results and anticipated problems will be discussed beforehand with the JPO. The supervisor through review of work in progress will obtain regular feedback on the progress of activities. The JPO is expected to carry out the duties under the general supervision and to consult with the supervisor on issues of policy or other sensitivity matters. Final results of each set of activities will be reviewed for attainment and quality of work. The JPO will be part of the Unit team and participate in the regular team meetings. As part of its duties, the JPO will take part in missions in the field together with at least one other staff and be encouraged to take initiative during the missions.

The first appraising officer:

The second appraising officer:

Mr Rogier van den Berg

Ms Laura Petrella, Leader,

Project Manager, Urban Planning And Design Laboratory

City Planning, Extension and Design Unit,

Urban Planning and Design Branch

City Planning, Extension and Design Unit,

UN-HABITAT, Nairobi

UN-HABITAT, Nairobi

URBAN BASIC SERVICES BRANCH

TERMS OF REFERENCE

JUNIOR PROFESSIONAL OFFICER (JPO)

POSITION Junior Professional Officer (Waste Management Specialist)

LOCATION Urban Basic Services Branch, UN-Habitat Headquarters, Nairobi, Kenya

BACKGROUND AND JUSTIFICATION

Waste management in an urbanizing world

The need to manage increasing amounts of waste is one of the major challenges faced by Municipal Authorities. As the world urbanizes, the amount of municipal solid waste being generated is increasing even faster than the rate of urbanization, and now amounts to over 1.5 billion tons a year. In developing countries, where the rate of urbanization is fastest, poorly managed waste is having an enormous impact on the environment and public health conditions. In these countries where collection rates are normally less than 45%, uncollected waste, especially in un-serviced informal settlements is a common feature of the urban landscape. At the same time, waste management in cities can provide improved economic and employment opportunities as shown by the increasing numbers of “waste pickers” in developing countries (there are over 2 million of them), as well as commercial development in the recycling of waste materials and energy from waste systems. There is also a strong correlation between urban solid waste generation rates and Greenhouse Gas emissions, making solid waste management an important factor in climate change mitigation strategies.

Improving the delivery of waste management services in cities requires action on many fronts. Firstly, the policy environment for waste management is not always conducive to the adoption of innovative business models or for the engagement of the private sector and community groups in the waste management chain. Secondly, there is a need for more effective governance frameworks by enhancing the capacity of Municipal Authorities, community-based organizations and the general public. Municipal solid waste management also needs to be more effectively integrated into systems of urban planning and urban economic development. In many developing countries, for example, land for landfill sites is often not available or cannot be optimally located given the ad-hoc and unplanned extension of the city. Furthermore the role of waste management in creating jobs is too often left to the informal sector without any institutional or financial support from municipal authorities.

UN-Habitat's Response

The overall approach of UN-Habitat towards sustainable urbanisation emphasizes, urban planning, urban legislation and urban economy. Waste management is critical to sustainable

urbanization and UN-Habitat's programme on waste management aims to assist cities in providing more efficient waste management services that are well integrated into the policy and planning framework for the city and which maximize the impact of waste management on the urban economy.

To address the problems of waste management in an urbanizing world, UN-Habitat aims to achieve the following objectives:

- Promoting urban development strategies that better integrate, land use planning, environmental quality and waste management to minimize the cost and environmental impact of waste collection and disposal/re-use;
- Changing the mind-set towards waste by encouraging a perspective that sees "waste" as a resource than can be re-used, re-cycled or converted into other resources such as fertilizer or energy;
- Promoting more efficient business models for waste management including public-private partnerships and public-private-community partnerships;
- Improving the technology of waste collection and disposal by developing low-cost approaches which minimize environmental impact and greenhouse gas emissions
- Becoming a knowledge center on waste management in cities by using the operational programmes to generate and disseminate knowledge on more effective waste management systems and management models.
- Enhancing the capacity of municipalities and other service providers through training and advisory services.

THE NEED FOR A JUNIOR PROFESSIONAL OFFICER

Municipal Authorities in developing countries are giving increasing priority to waste management as the cities expand and the uncollected waste continues to pose environmental and public health challenges. The demand for UN-Habitat's assistance in the area of waste management has been increasing and this requires additional human resources to address issues such as knowledge management, advisory services to governments and municipalities and the design and implementation of demonstration projects, especially those which involve innovative business models and emerging technologies. This increasing demand for UN-Habitat's assistance and the critical importance of waste management as a component of sustainable urbanization, provides an opportunity for a Junior Professional Officer to contribute to the work of the organization as well as engaging in a high priority area of development assistance.

DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUT

1. Research, document and evaluate existing innovative approaches and experiences at the global level with regard to models for improving waste management services, particularly for the urban poor.

2. Initiate documentation and dissemination of case studies on best-practice models and effective national policy frameworks to address the role of the private sector in the delivery of waste management services.
3. Review emerging technological developments and commercial applications in waste recycling and resource recovery from waste and assist in developing appropriate business models that can be piloted in UN-Habitat technical cooperation programmes on waste management;
4. Undertake research and develop a guidance manuals on integrating municipal solid waste management into climate change mitigation programmes;
5. Assist in mobilizing additional resources for the expansion of UN-Habitat's waste management portfolio by identifying opportunities for strategic partnerships with the private sector, municipalities, donors, foundations and international organizations and by preparing proposals for funding;
6. Participate in scoping missions under regional programmes such as the Water for Cities Programme, to prepare proposals and work plans for specific interventions in waste management;
7. Assist in the design and delivery of training activities on municipal solid waste management under the Lake Victoria Region Water and Sanitation Programme being funded by the Africa Development Bank;
8. She/he is expected to contribute to UN-Habitat's work in the process leading to the 2016 Habitat III Conference on Housing and Urban Development;
9. Support the broader work of the Urban Basic Services Branch by contributing to the formulation of project concepts and proposals on integrated basic services and by assisting with the preparation of annual work programmes and progress reporting.

TRAVEL

Overall: Occasional Travel to key conferences and in relation to on-going projects may be required.

TRAINING AND LEARNING ELEMENTS

The incumbent will be encouraged and supported to engage in technical or general training and learning activities both at the UN campus in Nairobi, at external conferences and training event and through electronic courses.

The Human Resources Management Service of the United Nations Office at Nairobi offers a wide range of cross-cultural training workshops or language classes.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

QUALIFICATIONS

Education: Advanced University degree (Masters or Equivalent) in Environmental Sciences or Engineering, Urban Geography, Urban or Regional Planning or related fields such as Public or Business Administration with knowledge on sustainable waste management, 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 waste management programmes or the management of waste management services at the city level.

Languages: English and French are the working languages of the United Nations Secretariat. For the post advertised, excellent fluency in oral and written English is essential. Knowledge of French and/or Spanish or other United Nations official languages an asset.

Other Skills: Understanding of diverse institutional cultures and the specific needs and conditions of low-income residents, slum-dwellers, NGOs and Municipalities involved in addressing the urban mobility needs of the poor.

CORE COMPETENCIES

Professionalism - In-depth understanding of strategic direction and ability to transform it into results-oriented work programme. Ability to identify key strategic issues, opportunities and risks.

Communication - Excellent and effective written and oral skills; ability to persuade people with varying points of view and to present information in a concise and accurate manner, ability to clearly communicate links between the organizations.

Planning and Organizing - Proven ability to plan, coordinate and monitor own work and that of others. Provide advice and guidance to others. Ability to work under pressure;

Teamwork - Ability to interact, establish and maintain productive partnerships with clients with sensitivity and respect for diversity. Tact and negotiating skills; good judgement and decision-making skills.

SUPERVISION

Under the overall Supervision of the Coordinator, Urban Basic Services Branch, the JPO will work under the direct supervision of the Unit Leader in Water and Sanitation.

YOUTH AND URBAN ECONOMY

TERMS OF REFERENCE

JUNIOR PROFESSIONAL OFFICER (JPO)

- Position:** Junior Professional Officer (JPO-Economist)
- Subject:** Youth and Urban Economy
- Division:** Urban Economy Branch
- Location:** UN-HABITAT Headquarters, Nairobi, Kenya
- Duration:** One year (with possible extension)

BACKGROUND AND JUSTIFICATION

There are two defining features of the 21st century - the growth of cities and the expansion of the global youth population. In 2007 for the first time in human history over half of the world's population lived in urban areas. Parallel to this is the increase in the number of youth globally where, in absolute numbers, there are more people under the age of 25 today than ever, totaling nearly 3 billion or half of the total global population.

These two trends bring about many well-documented challenges, but as well many opportunities. In terms of employment, cities offer many opportunities in both the formal and informal sectors of the economy. The concentration of people engenders new ideas and creativity leading to substantive societal advancement. Often these economic and social advancements are driven by youth so much so that demographers have termed societies with a youthful average age a "demographic gift".

UN-HABITAT has developed its Youth Empowerment Programme so as to research and develop best practices that address issues related to the urban economy and youth. The YEP has both developed operational programmes, such as the One Stop Youth Resource Centres and the Urban Youth Fund, as well as normative policy and research programmes such as the bi-annual State of the Urban Youth Report, and the Urban Youth Research Network. A strong focus of these normative and operational programmes is how to best integrate youth into the urban economy through training, skills development. The YEP as well works with the private sector, civil society and local government in developing policies and programmes to create positive economic environments under which youth can attain healthy and sustainable livelihoods.

DUTIES AND RESPONSIBILITIES

The JPO (Youth and Urban Economy) will contribute to the development of a programme on youth and urban economy, represented with the activities of the One Stop Youth Resource Centre, the Urban Youth Fund, and related research activities. The JPO will work on further

advancing the urban economic activities within the One Stop Youth Resource Centre and Urban Youth Fund. The JPO will be expected to give input into the programme, develop and implement specific activities, write and edit reports. The Junior Professional Officer will assist in the development and follow-up of activities and participate in field missions in order to provide technical support.

The main duties of the JPO will be the following:

- Assist in the development of urban youth employment programmes and activities within the YEP
- Contribute to the policy dialogue amongst partners in relation policies on urban youth employment
- Keep abreast of dialogue on youth employment globally. Provide inputs in the development of global, regional and national programmes that aim at strengthening urban planning policy and practice in response to the new challenges posed by climate change.
- Provide support to the preparation of research and policy reports in reference to urban youth employment. Develop key events within this area.
- Undertake other duties and responsibilities that relate to the incumbents expertise and can be reasonably expected to undertake.

TRAVEL

The JPO will undertake official missions related to her/his work programme in relation to youth employment programme. It is desirable for the JPO to participate in at least one relevant international conference per year (approximate cost of US\$4,000).

TRAINING AND LEARNING ELEMENTS

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. within the UEB the JPO will have the opportunity of on the job training in a range of project management skills: reporting, budgeting, management information systems, desktop and publishing techniques and database management.

QUALIFICATIONS

The candidate is expected to have a Masters Degree of equivalent in one or more of the relevant fields, including urban economy, urban planning and/or regional planning. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advance university degree.

Working Experience:

At least two (2) years of progressively responsible professional experience in social/economic sustainable development, urban/regional planning, as it relates to youth. Experience in operational activities and research and/or policy development work related youth and urban economy (preferably for the United Nations) in developing countries will be a strong advantage. Experience in international work and knowledge of the UN-Habitat Youth Programme and/or its partner programmes would be an asset. The JPO must have excellent communication and technical writing skills and be capable of working in a multicultural environment. He/she must be fluent in English. Knowledge in one or more additional United Nations languages is desirable.

Competencies:

- **Professionalism** 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.
- **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; demonstrates openness in sharing information and keeping people informed, Excellent drafting ability and communications skills, both oral and written; proven ability to communicate complex concepts orally; ability to prepare written reports that are clear, concise and meaningful
- **Teamwork** Works collaboratively with colleagues to achieve organizational goals; 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 and organizing** Able to develop clear goals that are consistent with agreed strategies; identifies priority activities and assignments; identifies priority activities and assignments; allocates appropriate amount of time and resources for contingencies in planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

SUPERVISION

The Junior Professional Officer (JPO) will work under the supervision of the Unit Leader for Youth and Economy based out of the Urban Economy branch in Nairobi, Kenya.

The supervisor will be responsible for the integration of the JPO into the UEB. The supervisor will bring the JPO up to speed on the current YEP programme, with a focus on having the JPO work on the youth urban economy agenda of UN-Habitat. The supervisor will review the work progress of the JPO and give feedback on his/her progress. The JPO will work as part of the Youth Unit team, and take direction from the senior staff within that team.