

**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 is primarily focusing on operationalizing flagship urban Missions. The focus has been as much on universalization of basic services, as it has been on establishing planning and governance frameworks, improving financial management and bringing transparency and accountability in urban service delivery and management. Additionally, in the light of its rapid urbanization, UN-habitat has started to support India's urban agenda as a fulcrum to anchor its commitment under global instruments such as the Sustainable Development Goals, the New Urban Agenda and the Paris Agreement on Climate Change, particularly in the light of how interdependent they are.

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 Urban Policy and Missions (ii) Resilient and affordable Housing (iii) enhanced capacity building 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 UN Strategic Results Framework (new UNDAF) planning, localization of Sustainable Development Goals (SDGs) using New Urban Agenda at the country level.
- Support the country office in its support to relevant stakeholders in the preparation for and follow up to the World Urban Forum 10 in 2020.
- Support the Country office/(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 HPM or Country Manager or Human Settlements Officer will be the first reporting officer for the JPO. Project specific supervision will be provided by the Country Manager. 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.

**HUMAN RESOURCES UNIT, MANAGEMENT AND OPERATIONS DIVISION  
TERMS OF REFERENCE  
JUNIOR PROFESSIONAL OFFICER (JPO)**

**Position:** Junior Professional Officer (JPO)

**Branch:** Regional office for Asia and the Pacific (UN-Habitat Lao PDR)

**Location:** Vientiane, Lao PDR

**BACKGROUND AND JUSTIFICATION**

UN-Habitat is the coordinating agency within the United Nations System for human settlement activities and in collaboration with governments is responsible for promoting and consolidating collaboration with all partners, including local authorities, private and non-governmental organizations in the implementation of the Sustainable Development Goals (SDGs), in particular, Goal 11 of “Making cities and human settlements inclusive, safe, resilient and sustainable”, as well as the task manager of the human settlements chapter of Agenda 21 and focal point for the monitoring, evaluation and implementation of the New Urban Agenda adopted during the United Nations Conference on Housing and Sustainable Urban Development (Habitat III), in Quito, Ecuador 2016.

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 UN-Habitat's mandate. 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 Lao PDR with technical assistance on issues related to urbanization, disaster mitigation, climate change, and WASH infrastructure. The urban legislation, land and governance branch at the UN-Habitat provides policy and operational support for governments and cities to identify reforms and to adopt laws and legal frameworks that effectively regulate urbanization issues such as land use, urban planning, taxation, housing, infrastructure, or safety.

## **DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS**

Under the direct supervision of the Chief Technical Advisor, the Junior Programme Officer will be responsible for the following duties:

### **1. Technical Assistance:**

- Familiarise him/herself with the mandate of UN-Habitat and UN rules and regulations.
- Study and develop an understanding of the ongoing projects and initiatives in Lao PDR; thereon assist in preparation of project proposals; explore funding sources and implementation mechanisms, and represent as appropriate vis-à-vis development partners.
- Assist in preparation of project reports, presentations for donors and actively coordinate with government representatives and various stakeholders.
- In the onset of a disaster, facilitate the coordination and works of the shelter cluster in case the cluster group is activated.

### **2. Project Implementation and other activities:**

- Provide assistance with the implementation of projects and programmes.
- Assist in arranging trainings, assessments and other field related works.
- Support the Regional Advisor / Chief Technical Advisor in his/her regular reporting and other management activities as per need.
- Participate in activities related to the Sustainable Development Goals (SDGs) at the country level, focusing on UN-Habitat mandate areas.

## **TRAVEL**

The JPO will undertake official field missions related to his/her work in the districts/provinces where UN-Habitat is currently carrying out projects, in order to support the ongoing projects by conducting on site trainings and assessments and other required field visits. The JPO will also be expected to attend in-country meetings, workshops and trainings.

## **TRAINING AND LEARNING ELEMENTS**

The JPO will have the opportunity to attend a wide scope of training courses provided by the Human Resource Management Service of the United Nations Regional Office Asia Pacific (ROAP). These courses would aid in his/her skill development and improve his/her performance. In general, the JPO will have the opportunity to gain experiences in working with the United Nations system, as well as work with other international partners along with the local

government departments. It is expected that the JPO will attend local or international conferences/workshops/seminars, on topics related to the works being carried out by the UN-Habitat office. He/she will be exposed to international and local practices, thus gaining an understanding of issues related to urban legislation, land and governance in a developing context.

## **QUALIFICATIONS AND WORK EXPERIENCE**

Advanced university degree (MSc degree and above) in architecture, urban or regional planning, engineering, environmental management, social science or related field. Particularly with an emphasis on sustainable urban development, human settlements and urban or regional planning.

At least 2 years of relevant work experience in departments related to architecture, urban planning, urban and rural settlement issues, land and governance with experience preferably in a developing country. The JPO must have excellent communication and technical writing skills and be capable of working in a multicultural environment.

### **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 JPO will work closely with the Regional Advisor/ Chief Technical Advisor, Programme Management Officer and other units at the UN-Habitat Vientiane office. The supervisors will be responsible for the proper placement of the JPO with appropriate office space, computers equipment and telephone connection.



## **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 :** Ulaanbaatar, Mongolia

### **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 urbanization and shelter development issues. For most parts, UN-Habitat ROAP implements country projects through its country offices.

UN-Habitat has been working in Mongolia since 2006 mainly focusing on policy formulation and implementation of ger area (informal settlement) upgrading in Ulaanbaatar city. UN-Habitat ROAP signed MOU in 2012 for 10-year collaboration with Ministry of Construction and Urban Development of Mongolia and Municipality of Ulaanbaatar city with focuses on the development of national urban development and human settlements framework document, implementation guidelines; capacity development of the Ministry and Municipality, attached agencies and

institutes, and municipal branches; organizing joint training, conference, and meetings; joint implementation of projects for improving the living environment of the citizens; and facilitation of Ministry and Municipality's participation in international conferences, forums, and meetings.

UN-Habitat is now in the process of starting a new project on Flood Resilience in Ulaanbaatar Ger Areas - Climate Change Adaptation through community-driven small-scale protective and basic-services interventions financed by Adaptation Fund. The project will allow UN-Habitat expanding partnerships to include Ministry of Environment and Tourism, other entities such as National Emergency Management Agency.

The country partnership will address priorities in relation to sustainable urbanization and SDG implementation by supporting national initiatives of the Government of Mongolia, namely (i) implementation of New Urban Agenda and technical capacity building in the areas of sustainable urban development (ii) Capacity building of the technical staff in the sector for inclusive and resilient urban development, (iii) Technical assistance for developing the Human Settlements Development Framework of Mongolia (National Urban Policy).

## **DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS**

Under the direct supervision of the Human Settlements Officer and 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 UN Strategic Results Framework (new UNDAF) planning, localization of Sustainable Development Goals (SDGs) using New Urban Agenda at the country level.
- Support the Country office/Human Settlements Officer in his/her regular reporting and other management activities as per need.

## **TRAVEL**

The JPO will undertake official field missions related to his/her work in the districts where UN-Habitat is currently carrying out projects, in order to support the ongoing projects by conducting

on site trainings and assessments and other required field visits. The JPO will also be expected to attend in-country meetings, workshops and trainings.

## **TRAINING AND LEARNING ELEMENTS**

In general, the JPO will have the opportunity to gain experiences in working with the United Nations system, as well as work with other international partners along with the local government departments. It is expected that the JPO will attend local or international conferences/workshops/seminars, on topics related to the works being carried out by the UN-Habitat office. He/she will be exposed to international and local practices, thus gaining an understanding of issues related to urban legislation, land and governance in a developing context.

## **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**

- Fluency in oral and written English is required. Knowledge of local 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.
- **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 Manager or Human Settlements Officer will be the first reporting officer for the JPO. Project specific supervision will be provided by the Country Manager. 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 Solomon Islands  
**LOCATION:** Honiara, Solomon Islands

**BACKGROUND AND JUSTIFICATION**

UN-Habitat is the coordinating agency within the United Nations System for human settlement activities and in collaboration with governments is responsible for promoting and consolidating collaboration with all partners, including local authorities, private and non-governmental organizations in the implementation of the Sustainable Development Goals (SDGs), in particular, Goal 11 of “Making cities and human settlements inclusive, safe, resilient and sustainable”, as well as the task manager of the human settlements chapter of Agenda 21 and focal point for the monitoring, evaluation and implementation of the New Urban Agenda adopted during the United Nations Conference on Housing and Sustainable Urban Development (Habitat III), in Quito, Ecuador 2016.

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 UN-Habitat’s mandate. 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 Solomon Islands with technical assistance on issues related to disaster risk reduction, climate change informal settlements upgrading, Land Management and National Urban Policy.

## **DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS**

Under the direct supervision of the Programme Management Officer (Human Settlements) of the Regional Office for Asia and the Pacific and the Head of the Joint Presence office of the United Nations in Solomon Islands, 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 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 Programme Management Officer (Human Settlements), based in the Regional Office for Asia and the Pacific will be the first reporting officer for the JPO who will also provide overall guidance on working in UN-Habitat and on regional issues on sustainable urban development in Asia-Pacific. Project specific supervision will be provided by the Chief Technical Advisor or Project Managers. Guidance and management support will be provided by the Head of the United Nations Joint Presence Office of the Solomon Islands.



## **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 2 international advisors with 250 national staff members.

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

Under the direct supervision of the Habitat 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 technical cooperation projects and programmes
- Participate in activities related to the UNDAF, UN joint programming, 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 implementation of New Urban Agenda and SDG 11 (Goal for Cities) in Sri Lanka.
- 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 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 AFRICA**  
**TERMS OF REFERENCE**  
**JUNIOR PROFESSIONAL OFFICER (JPO)**

**Position:** Junior Professional Officer (JPO)

**Section:** Regional Office for Arab States

**Location :** Cairo, Egypt.

**BACKGROUND AND JUSTIFICATION**

The United Nations Human Settlements Programme (UN-Habitat) is the United Nations programme working towards a better urban future. Its mission is to promote socially and environmentally sustainable human settlements development and the achievement of adequate shelter for all.

In October 2016, at the UN Conference on Housing and Sustainable Urban Development – Habitat III – member states signed the New Urban Agenda. This is an action-oriented document which sets global standards of achievement in sustainable urban development, rethinking the way we build, manage, and live in cities. Through drawing together cooperation with committed partners, relevant stakeholders, and urban actors, including at all levels of government as well as the private sector, UN-Habitat is applying its technical expertise, normative work and capacity development to implement the New Urban Agenda and Sustainable Development Goal 11 – to make cities inclusive, safe, resilient and sustainable.

Mandated by the UN General Assembly in 1978 to address the issues of urban growth, it is a knowledgeable institution on urban development processes, and understands the aspirations of cities and their residents. For forty years, UN-Habitat has been working in human settlements throughout the world, focusing on building a brighter future for villages, towns, and cities of all sizes. Because of these four decades of extensive experience, from the highest levels of policy to a range of specific technical issues, UN-Habitat has gained a unique and a universally acknowledged expertise in all things urban. This has placed UN-Habitat in the best position to provide answers and achievable solutions to the current challenges faced by our cities. UN-Habitat is capitalizing on its experience and position to work with partners to formulate the urban vision of tomorrow. It works to ensure that cities become inclusive and affordable drivers of economic growth and social development.

UN-Habitat Regional Office for Arab States (ROAS) was established in 2011 in Cairo, Egypt, and provides technical cooperation and capacity building for 18 countries across the Arab region. The Regional Office promotes and implements policies, programs and operational projects in UN-Habitat's focus areas, at regional, national, and local levels, aimed at achieving sustainable urban development in the countries of the region, and provide technical cooperation services, upon request from governments. UN-Habitat ROAS covers all the operational activities and projects in 18 countries across the Arab Region; currently, with 12 active country programmes.

Since 2011, the Arab region has been witnessing revolutions and civil strife, in many cases resulting in brutal civil wars, such as in Syria (since 2011), Libya (since 2014), Iraq (2014) and

Yemen (since 2015). These multiple crises have had an ‘urban’ face: urban poverty and exclusion fuelled uprisings, and wars destroyed urban centres- forming a viscous circle. Wars in the Arab region are mostly fought in cities, resulting in huge human and financial losses, and massive destruction in infrastructure and housing. Municipal basic services have often broken down, leading to a disruption in the delivery of basic services; the economic base of cities have been totally damaged because of destruction of residential properties, commercial areas, industrial areas, and basic services. Urban conditions leading up to the conflict, such poverty, informal settlements and under serviced areas, have exacerbated conflicts, and may increase tensions between communities during recovery periods, as well as risk recovery efforts. The majority of people displaced by conflicts are displaced into urban centres, causing a dramatic surge in urban population and an increased pressure on the already strained urban services, infrastructure and social fabric. This is exacerbated by the protracted nature of such displacement that calls for a structural rethinking on how it is addressed.

## **DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS**

With this assignment, ROAS looks to strengthen the process of developing its Urban Crisis Recovery and Reconstruction in the Arab States programme. Hence, the JPO is expected to perform the following:

- Undertake research on conflict and urban crisis recovery and reconstruction, and identify potential priority interventions in the Arab region at the regional level.
- Map ongoing and future projects on urban crisis recovery implemented by governments, UN agencies, World Bank, NGOs, private sectors and other humanitarian or development agencies in the region.
- Develop regional concept notes and project documents under the seven pillars of the “Regional Facility on Urban Crisis Recovery and Reconstruction in the Arab States” in line with the 2030 Agenda for Sustainable Development, the Sustaining Peace Agenda, and within the framework of the humanitarian, peace and development nexus launched by the UN Secretary General.
- Liaise with UN-Habitat regional partners to ensure coordinated action under the “Regional Facility on Urban Crisis Recovery and Reconstruction in the Arab States”.
- Identify and prioritize funding opportunities for urban crises recovery in the region with the help of the ROAS donor mapping system.
- Provide UN-Habitat ROAS country offices with conflict and urban crisis portfolio with technical assistance.
- Review and enhance UN-Habitat ROAS concept notes and project documents as part of the Project Advisory Group (PAG) approval process.
- Undertake other duties as may be assigned by the Senior Human Settlement Officer or the Regional Director.

The JPO will contribute to the following outputs:

- Preparation of research, damage assessments, and recovery and reconstruction efforts
- Preparation of project proposals and concept notes
- Implementation of regional training and capacity development activities, and preparation of reports

## **TRAVEL**

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

## **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 conflict and post conflict recovery and reconstruction.
- The JPO will also benefit from on-the-job training related to workshops, expert group meetings, and seminars, as well interaction with UN agencies and partners.

## **QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED**

**Professionalism:** Strong conceptual skills required. Shows pride in work and in achievements; demonstrates professional competence and mastery in policy issues related to the New Urban Agenda, including; Urban Land Legislation and Governance, Urban Planning and Design, Urban Economy, Urban Basic Services, Housing and Slum Upgrading, Risk Reduction and Rehabilitation, Research and Capacity Development and other; 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; Ask 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; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position;

**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.

**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.

- Education: Advanced university degree (Master’s degree or equivalent) in urban planning/development, architecture, engineering, sociology, economics, international relations, political science or a related field.
- Work Experience: A minimum of five years of progressively responsible experience in conflict and human settlements and related fields at the international level, focusing on analysis and research; experience working at the national or regional level in the Arab region is desirable.
- Languages: Excellent written and oral English is required for this assignment. Excellent (English) writing skills and experience in the production of analytical studies and reports. Knowledge of French or Arabic is an advantage.

## **SUPERVISION**

The JPO will work under the direct supervision of the Senior Human Settlement Officer and the overall supervision of the Regional Director for Arab States.



**POLICY, LEGISLATION, GOVERNANCE SECTION**  
**TERMS OF REFERENCE**  
**JUNIOR PROFESSIONAL OFFICER (JPO)**

**Position:** Junior Professional Officer / Safer Cities Associate Expert

**Section:** Policy, Legislation, Governance Section

**Location:** Nairobi

**BACKGROUND AND JUSTIFICATION**

The United Nations Human Settlements Programme, UN-Habitat, is the UN 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's Urban Legislation, Land and Governance Branch provides policy and operational support for governments and cities in the fields of legislative and regulatory reform, the development of tools to provide security of tenure for the poor and the implementation of multilevel approaches to governance.

The Safer Cities Programme has been at the forefront, supporting cities in addressing their urban safety challenges since 1996. Safety is a condition for equitable cities and it comes as a result of a city's effort to integrate safety strategies into the urban development planning. With the emergence of the New Urban Agenda and the post 2015 Development Agenda, UN-Habitat Safer Cities Programme seeks to consolidate the know-how of cities' policies and practices over the past 20 years to inform the implementation process of the NUA and the Sustainable Development Goals.

The rationale is that well-crafted Safer Cities interventions, in partnership with municipalities, set in motion transformative governance processes and practices for citizen empowerment that secure access to the urban advantage and, therefore, have high-impact potential to prevent crime. Thus, the underlying logic is to contribute to the production of a safer cities, with less crime and violence (not necessarily safe cities, completely free from it) through the coordination, planning and management of urban security to tackle safety problems in urban areas and integrate this dimension into urban policies, strategies and interventions (NUA 103).

UN-Habitat's work on Safer Cities Programme approach the following key issues:

- 1) Foster urban safety through inclusive policies and practices;
- 2) Use innovative measures to accurately understand people's vulnerabilities;
- 3) Support urban safety assessment and strategy development;
- 4) Prioritize securing, not securitizing, urban spaces;
- 5) Think inclusive when it comes to infrastructure;
- 6) Reform policing;
- 7) Ensure displaced people and other migrants are welcomed;

## DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS

Under the supervision of the Safer Cities Programme Coordinator and in close collaboration with professional staff responsible for normative and technical assistance projects, the incumbent will be responsible for the following duties:

- i. **Policy and Work Programme:** Support the development of the Unit's key directions and strategic goals; Assist the Safer Cities team in backstopping activities on Safer Cities projects by reporting to donors, project partners and preparing periodic or regular financial or substantive reports on the Safer Cities projects; as well as by developing projects where demands and political willingness exist at municipal level; Participate in advisory missions to carry out consultations aimed at developing urban safety knowledge, policies, strategies and programmes; Contribute to the documentation of knowledge on urban safety by supporting the synthesis of lessons learned, best practices and success stories; Assist in providing technical assistance to member states and local authorities in regard to developing, reviewing and implementing urban safety strategies and monitoring progress, evaluating results and assessing impact; Support the development of urban safety tools and the production of guidelines for their implementation.
- ii. **Reporting, Advocacy and Advisory Services:** Carry out research and studies on a range of urban safety topics; Analyse and present the data gathered from diverse sources; Participate in establishing and promoting effective and continuous cooperation with the activities of other parts of UN-Habitat; Contribute to written outputs e.g. draft background papers, analysis, sections of reports and studies and inputs to publications; providing feedback/comments on consultants' deliverables; Assist in ensuring an effective and efficient execution of projects and programmes;
- iii. **Knowledge Management, Evaluation, Coordination:** Assist in providing substantive backstopping to field offices, expert group meetings, consultative and other meetings and conferences; Support outreach activities; Maintaining the database on Safer Cities networks; Assist in developing strategic partnerships with universities, development agencies, NGOs and research centres.
- iv. **Perform other duties as required.**

## TRAVEL

The JPO will undertake official missions related to her/his work programme in different partner cities of the project for research purposes and to support technical support missions. It is expected that project funds will be made available to support these missions.

The Safer Cities Programme also endeavour to identify opportunities to attend relevant international conferences where possible.



## 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.

As the Safer Cities Programme follows a systematic process designed to nurture local crime prevention as part of its methodology, the training components will be based on those methodological tools. In particular, the Associate Expert will undertake some field missions to the cities where the projects are ongoing to become familiar with the following elements: how to undertake a local diagnosis of insecurity; how to mobilise the actors and main partners in such a project; how to formulate and develop a local plan of action; how to implement the local plan of action through some short and long term prevention projects.

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 law.

## QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

Advanced University Degree in an appropriate field of social sciences and/or urban planning (e.g. sociology, urban planning, public administration, urban economy)

Knowledge on urban safety issues, social, situational and community crime prevention is an advantage.

Experience in operational activities and research and/or policy development work related to urban safety issues in developing or developed countries is required. Experience with the United Nations is an advantage.

Fluency in oral and written English is required. Knowledge of Spanish, French, Arabic would be an advantage.

In addition:

- Proficiency in the use of personal computers including word processing, spread sheets, presentation software and internet applications
- Willingness and ability to work in teams in multi-agency and cultural environments
- Excellent communication and writing skills

Core Competencies:

**Planning and Organizing:** ability to plan and implement projects; identifies priority activities and assignments, adjusts priorities as required; foresees risks and allows for contingencies when planning; ability to work under time pressure

**Inter-agency collaboration:** willingness and ability to work within an inter-agency collaborative approach; ability to draft and present reports; establish and maintain effective relationships with collaborating partners

**Communication:** Clarity in speech and writing; openness in sharing information; ability to tailor language, tone, style to match the audience

**Team work:** ability to create a harmonious work environment; values others' ideas; ability to deal with conflicts; supports group decisions.

## SUPERVISION

The JPO will report to the Safer Cities Programme Coordinator, or his/her designate.

The JPO will work as a member of the Safer Cities Programme in collaboration with staff of the rest of the Agency.

The JPO will be guided to prepare a United Nations Performance Appraisal System (e-performance), which will set out specific and measurable goals for the work of the JPO within the framework of the Safer cities Programme's work plan. The JPO will have access to adequate office space and electronic equipment.

**LAND, HOUSING AND SHELTER SECTION  
TERMS OF REFERENCE  
JUNIOR PROFESSIONAL OFFICER**

**Position:** Junior Professional Officer

**Branch:** Land, Housing and Shelter Section, Urban Practices Branch

**Location:** UN – Habitat Headquarters, Nairobi, Kenya

**BACKGROUND AND JUSTIFICATION**

There are on billion slum dwellers worldwide and it is estimated that an additional three billion people will need adequate housing by 2050 as population increases and people continue to move to cities. Slum upgrading Unit is implementing one of UN-Habitat's global flagship programme, The Participatory Slum Upgrading Programme (PSUP). The programme is in its 3<sup>rd</sup> phase and has a history carried by a tripartite partnership between the European Commission (EC), the Secretariat of the Africa, Caribbean and Pacific Group (ACP) of States and United Nations Human Settlements Programme (UN-Habitat) and designed thus to improve living standards of slum dwellers in the African, Caribbean and Pacific countries and cities. The Programme is built on previous investments, lessons learnt, achievements, feedback from ACP and the partnership network of the Phase I and II since 2008.

The PSUP Phase III is designed to cover at least 40 ACP Countries, which are Angola, Benin, Botswana, Burkina Faso, Cameroon, Cape Verde, Cote d'Ivoire, D.R. Congo, Fiji, The Gambia, Ghana, Guinea Conakry, Guyana, Haiti, Jamaica, Kenya, Kiribati, Lesotho, Madagascar, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Papua New Guinea, Rep. of Congo, Rwanda, Senegal, Sierra Leone, Solomon Islands, Somalia, St. Vincent and the Grenadines, Sudan, The Gambia, Togo, Trinidad and Tobago, Uganda, Vanuatu and Zambia.

Urban poverty and its physical manifestation in slums has been strongly recognized in all recent global frameworks such as in the New Urban Agenda, the Paris Agreement, and the Sendai Framework and the Agenda 2030 for Sustainable Development Goals (SDG). The overall objective of the programme (PSUP III) is directly linked to "*ensure access for all to adequate, safe and affordable housing and basic services and upgrade slums*" (SDG 11 Target 1). Global partnerships, investment, knowledge and capacity development as well as interventions transforming slum dwellers' lives are essential to contribute to the implementation of SDG 11.1 and the implementation of the New Urban Agenda. The SDG global framework highlights the significant role that a participatory and city-wide approach to slum upgrading, like the PSUP offers, must play in delivering these goals and targets.

The programme provides a unique opportunity for a participant country to access global best practices by participating in regional and global training, global conferences, expert groups, accessing to the programme global learning and experience sharing through the MyPSUP platform. The programme will be leveraging seed funds for unlocking sustainable financial resources, country specific financial models for slum upgrading, global advocacy with the aid of the Global Urban Campaign "Up for Slum Dwellers" to change mind sets and policy priority at all level of governance, and finally, technical support for community

managed funds and execution of transformative pilot projects implemented by local actors, community, women and youth groups. The programme will leverage its sources to create enabling environment for partnership by engaging diverse strategic partners at national, local and community levels to aim for grater impacts and transformation of slump areas for better urban future

## **DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS**

The JPO in Slum Upgrading Unit) will contribute in implementation of the PSUP in Africa, the Caribbean and the Pacific regions in line with the programme's established framework and principles, and support to the programme knowledge management, tool/guides development and coordination with beneficiary countries. The JPO will provide general support to the planning and coordination of the PSUP portfolio, including research/normative papers and reports in best-practice tools and principles related to sustainable affordable solutions for slum upgrading, publications and technical notes on slum upgrading. The JPO will contribute to reviewing current good practices and innovations in the slum upgrading, developing/managing new projects, and exploring ways forward for UN-Habitat to enhance the impact of PSUP at country and regional levels. JPO will undertakes outreach activities conducting training workshops, seminars, etc. making presentations on assigned topics/activities. S/he will participate in field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission reports, etc., and coordinates activities related to budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.), and performs other duties as required.

## **TRAVEL**

The JPO will undertake official missions related to his/her work programme in relation to the work implemented by PSUP. It is desirable for the JPO to participate in at least one relevant international conference per year.

## **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, UN-System wide compulsory courses on UN-core values, safety and security, gender, etc. In addition, JPO will have opportunity to participate in several regional and country training workshops on participatory slums and informal settlements upgrading.

## QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

### 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.

### Education

Advanced university degree (Master's degree or equivalent) in urban planning, architecture, social, environmental or political sciences, or other urban development oriented studies with focus on affordable housing and slum upgrading issues. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

### Work Experience

A minimum of 2-3 years of progressively responsible experience in project or programme management, administration or related area, or 2-3 years of professional experience relating to urban planning and regeneration, communication and advocacy, community development, infrastructure planning and affordable/incremental housing, micro financing is desirable.

### Languages

English and French are the working languages of the United Nations Secretariat. For this position fluency in English (both oral and written) is required; working knowledge of French is desirable.

## SUPERVISION

JPO will be directly supervised by PSUP Programme Manager (Slum Upgrading Unit Leader) in support from other Programme Management Officer(s).

**REGIONAL OFFICE for AFRICA (ROAF)**  
**TERMS OF REFERENCE**  
**JUNIOR PROFESSIONAL OFFICER (JPO)**

**Position:** Junior Professional Officer (JPO)  
**Section:** Regional Office for Africa/Somalia Programme  
**Location :** UN-HABITAT Headquarters, Nairobi, Kenya

**BACKGROUND AND JUSTIFICATION**

The United Nations Human Settlements Programme, UN-Habitat, is the agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. The post is located in the Somalia Programme, Regional Office for Africa (ROAF).

The UN-HABITAT Somalia Programme is implementing projects in all three parts of Somalia for more than 25 years and is active in the areas of Local Governance, Land Management, Security of Tenure and GIS, Participatory Urban Planning and Management, Environmentally Sound Urban Infrastructure and Basic Service Delivery, Local Government Finance, Shelter Construction, Rehabilitation and Reconstruction.

In the area of Participatory Urban Planning and Management, this position is responsible for supporting the development and implementation of systems and procedures suitable for post-conflict environment, tools and regulatory framework development, as well as capacity building for national and local institutions and UN-Habitat staff, in close collaboration with the technical and institutional capacity building work in the field of urban planning. The specific tasks include, but are not limited to, supporting the implementation of the activities planned within Urban Planning thematic area of UN-Habitat's Somalia Programme Work Plan and provide support to local authorities in the implementation and further development of district level participatory planning procedures and structures including development of urban master plans and districts spatial strategic plan.

**DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS**

The main duties of the JPO will be the following:

1. Provide innovative planning and design inputs to ongoing planning initiatives, including citywide strategies, extension plans and area upgrading and transformation plans
2. Develop clear planning proposals, drawings and related reports for pilot cities
3. Review of proposals and design prepared by local planners for various pilot cities
4. Develop critical analysis of existing planning documents and instruments
5. Provide inputs to guide or facilitate the urban legislation reviews and financial mechanism in view of plan implementation and planning processes support
6. Develop and organize participatory, multi-stakeholder processes tailor made for the projects in a specific context
7. Contribute and assist in preparing planning reports, papers, analytical notes and documentation of activities.



8. Contribute to data compilation and processing of situation analysis, concept plans, planning reports for partner cities through drawing, and reports with various mediums (AutoCAD, Illustrator, Word, hand sketching, etc.)
9. 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;
10. Provide administrative and logistical support to consultative meetings and various conferences, partners meetings and expert group meetings on urban planning and design.
11. Perform other related duties.

## TRAVEL

The JPO will undertake official missions related to her/his work programme in different pilot Somalia 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.

## 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 Somalia Programme 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.

## 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 professional 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) is highly 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.

## SUPERVISION

The Junior Professional Officer (JPO) will be under the direct supervision of the Human Settlements Officer (Urban Planner) Somalia Programme and supported by the UN-HABITAT Somalia Programme



**URBAN LEGISLATION, LAND AND GOVERNANCE BRANCH**  
**TERMS OF REFERENCE**  
**JUNIOR PROFESSIONAL OFFICER (JPO)**

**Position:** Junior Professional Officer (Urban Law)

**Branch:** Urban Legislation, Land and Governance Urban Law (legislative processes)

**Location:** Nairobi

**BACKGROUND AND JUSTIFICATION**

The United Nations Human Settlements Programme, UN-Habitat, is the UN 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's Urban Legislation, Land and Governance Branch provides policy and operational support for governments and cities in the fields of legislative and regulatory reform, the development of tools to provide security of tenure for the poor and the implementation of multilevel approaches to governance. Through the identification of normative methods and through technical assistance, the Urban Legislation Unit has the mandate to promote enabling legislation adequate to meet the challenges of rapid urbanization. The Urban Legislation Unit works closely with other UN Habitat units and offices to provide a holistic approach to urban development and planning as well as with a range of external partners and stakeholders.

The Urban Legislation Unit is mandated to:

- explore the current status of urban law in cities and towns globally,
- understand the role urban law plays in facilitating good urban development, and,
- identify and promote urban law methodologies and mechanisms that promote the sustainable development of human settlements.

A key part of the Unit's work is to understand how urban law translates into practice. That is, how regulations work 'on the ground', how effectively legislation supports good urban development policy initiatives, where do urban laws facilitate change and growth or which laws are contributing to regressive urban outcomes. The impact of institutional arrangements, including processes for the development and reform of law, on the development of robust urban law is also a major area of interest. A significant area of the Legislation Unit's work is case studies and methodological development.

**DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS**

Under the supervision of the Unit Leader, Urban Legislation Unit, and in close collaboration with professional staff responsible for normative and technical assistance projects the incumbent will be responsible for the following duties:

- i. Policy and Work Programme: Support the development of the Unit's key directions and strategic goals; Assist in providing technical and management support in urban legal systems and human settlements analysis needs assessments and other activities; Participate in advisory missions to carry out consultations aimed at developing urban legal knowledge, human settlements policies, strategies and programmes; Assist in the development of the agency's and partners' legal capacity in regard to urban laws; Contribute to the documentation of urban legal knowledge and enabling legislation by proposing examples of best practices and success stories; Assist in providing technical assistance to member states and local authorities in regard to developing, reviewing and implementing urban laws and monitoring progress, evaluating results and assessing impact; Support the development of urban legal tools and the production of guidelines for their implementation.
- ii. Reporting, Advocacy and Advisory Services: Carry out research and studies on a range of urban legal topics; Analyse and present the data gathered from diverse sources; Participate in establishing and promoting effective and continuous cooperation with the activities of other parts of UN-Habitat; Contribute to written outputs e.g. draft background papers, analysis, sections of reports and studies and inputs to publications; providing feedback/comments on consultants' deliverables; Design data collection tools and support activities that are aimed at developing and maintaining a web-based urban law database and community; Assist in ensuring an effective and efficient execution of projects and programmes for enabling legislation to keep pace with the demands of rapid urbanization.
- iii. Knowledge Management, Evaluation, Coordination: Assist in providing substantive backstopping to field offices, expert group meetings, consultative and other meetings and conferences; Support outreach activities; Contribute to the creation an Urban Legal Network for the exchange of ideas and knowledge on how urban legal tools can help build inclusive and productive cities; Assist in developing strategic partnerships with universities and research centres.
- iv. Perform other duties as required.

## TRAVEL

The JPO will undertake official missions related to her/his work programme in different partner cities of the project for research purposes and to support technical support missions. It is expected that project funds will be made available to support these missions.

The Legislation Unit will also endeavour to identify opportunities to attend relevant international conferences where possible.

## 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 Legislation Unit, the JPO will be given on the job training in policy formulation and legislative process methodologies as well as in impact analysis and legislative scrutiny. The Unit also places an emphasis on the development of skills in well structured, clear and concise written English. On the job training will include exposure to working in partnership with leading tertiary education and research institutions as well as private legal practitioners and consultants in all parts of the world. The JPO will have a unique opportunity to contribute to preparations for, and the implementation of decisions from, the Third United Nations Conference on Housing and Sustainable Urban Development (Habitat III) and to participate in the implementation of the Post-2015 Sustainable Development Goals.

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 law.

## QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

Degree in law, preferably including legislative related elements.

Knowledge of one or more of policy formulation and analysis, legislative drafting (national or subsidiary), legislative scrutiny (pre and post), regulatory impact assessment or the provision of capacity building in any of the aforementioned areas. Knowledge of urban law issues, such as the right to the city, effective implementation of planning law in resource poor settings, post disaster rule of law, accommodating informality, equity in service provision and access to economic opportunity, environmental decision-making in urban development or transparency and accountability in local government would be an advantage.

Fluency in oral and written English is required. Knowledge of Spanish or Arabic would be an advantage.

In addition:

- Proficiency in the use of personal computers including word processing, spread sheets, presentation software and internet applications

- Willingness and ability to work in teams in multi-agency and cultural environments
- Excellent communication and writing skills
- Planning and Organizing: ability to plan and implement projects; identifies priority activities and assignments, adjusts priorities as required; foresees risks and allows for contingencies when planning; ability to work under time pressure
- Inter-agency collaboration: willingness and ability to work within an inter-agency collaborative approach; ability to draft and present reports; establish and maintain effective relationships with collaborating partners
- Communication: Clarity in speech and writing; openness in sharing information; ability to tailor language, tone, style to match the audience
- Team work: ability to create a harmonious work environment; values others' ideas; ability to deal with conflicts; supports group decisions.

## SUPERVISION

The JPO will report to the Unit Leader, Urban Legislation, or his/her designate.

The JPO will work as a member of the Legislation Unit in collaboration with staff of the rest of the Agency.

The JPO will be guided to prepare a United Nations Performance Appraisal System (e-performance), which will set out specific and measurable goals for the work of the JPO within the framework of the Urban Legislation Unit's work plan. The JPO will have access to adequate office space and electronic equipment.

**URBAN BASIC SERVICES SECTION  
TERMS OF REFERENCE  
JUNIOR PROFESSIONAL OFFICER (JPO)**

**Position:** Junior Professional Officer  
**Branch:** Urban Basic Services Section  
**Location:** UN – Habitat Headquarters, Nairobi, Kenya

**BACKGROUND AND JUSTIFICATION**

*The Challenge*

Lack of safe drinking water supply and basic sanitation services is becoming an increasing constraint to sustainable urban development. The provision of these important services has not kept pace with the high demand created by rapid urban population growth, climate change and rising consumption patterns. The UN estimates that 2.1 billion people lack safe drinking water at home and more than twice as many lack safe sanitation<sup>1</sup>. If present trends continue, the global demand for water is expected to grow by 50% by 2030. Improving water productivity to close the worldwide gap between supply and demand for water will cost US\$50-60 billion annually over the next 20 years.<sup>2</sup>

Cities and local governments in the global south are today confronted with a rising urban population resulting in an increased demand for water and sanitation services, increasing urban poverty, growing financial resource constraints, and uncertainties and risk implications of climate change. The problem is complicated by lack of infrastructure, weak institutional capacity and low investments. In these circumstances, the urban poor are disproportionately affected.

*UN-Habitat Response*

The objective of the Water and Sanitation Programme of UN-Habitat is to support member states in achieving Sustainable Development Goal (SDG) 6 and the water and sanitation aspects of the New Urban Agenda (NUA). The Programme provides policy advisory services, capacity building and technical assistance to local authorities and water and sanitation service providers to improve their capacity to deliver effective and efficient services while addressing the needs of the urban poor. The pro-poor focus is guided by the principle of *leaving no one behind – reaching the furthest behind first*.

The Focus is also on global advocacy and support to regional water and sanitation-related political processes and events to raise the profile of pro-poor urban water and sanitation issues and their integration into policy and practice.

Since 1999 when the first “Water for Cities” Programme was launched, UN-HABITAT has acquired valuable experience, knowledge and expertise in pro-poor urban water governance, urban water conservation and demand management, integrated urban environmental sanitation, and income generation for the urban poor through community-based water and sanitation services.

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<sup>1</sup> Progress on Drinking Water, Sanitation and Hygiene: 2017 Update and SDG Baselines. Geneva: World Health Organization (WHO) and the United Nations Children’s Fund (UNICEF), 2017

<sup>2</sup> The United Nations World Water Development Report 2016, Water and Jobs

Over 100 cities in 36 countries in Africa, Asia and Latin America and the Caribbean have benefitted from the Programme. The programme supports a combination of policy and normative work with on-the-ground pilot and demonstration initiatives (for learning) through regional “Water for Cities” programmes in Asia, Africa and the Latin America. Activities include:

- i) Three regional water and sanitation programmes in Africa, Asia and Latin America and the Caribbean, which facilitate pro-poor investments in partnership with regional and multilateral financing institutions;
- ii) Replicable model-setting initiatives targeting secondary urban centres in the Lake Victoria and the Mekong regions;
- iii) Normative activities which focus on developing pro-poor and gender sensitive governance frameworks, including policy options, norms, standards and management toolkits for the urban water and sanitation sector;
- iv) Monitoring progress towards the achievement of internationally agreed water and sanitation targets.

## **DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS**

1. Research, document and evaluate existing innovative approaches and experiences at global level in regard to provision of water supply, sanitation and hygiene, particularly for the urban poor.
2. Initiate documentation and dissemination of case studies on best-practice models and effective national policy frameworks to address urban water and sanitation challenge.
3. Assist in providing technical advice on the development and implementation of water supply and sanitation in UN-Habitat partners countries to national and local governments.
4. Initiate new partnerships and dialogue between communities, community-based organisations, local governments, water and sanitation utilities, international development partners or other partners in UN-Habitat partner countries.
5. Assist in Resource Mobilisation efforts by identifying opportunities and preparing proposals for donors including the private sector and foundations.
6. Assist in the implementation of UN-Habitat supported initiatives and field projects.
7. 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 civil or water supply or environmental engineering or environmental science with knowledge on water supply, sanitation and environmental 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 water supply, sanitation and environmental management.

**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 is 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 water and sanitation needs of the urban 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, Water and Sanitation.

**URBAN PLANNING AND DESIGN BRANCH**

**TERMS OF REFERENCE**

**JUNIOR PROFESSIONAL OFFICER (JPO)**

- Position:** Junior Professional Officer (JPO)
- Subject:** Urban Economy, Regional Development, Municipal Finance
- Division:** Planning, Finance and Economy Development Section
- 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 Planning, Finance and Economic Development Section (PFEDS), Urban Practices Branch.

The Planning, Finance and Economic Development Section (PFEDS) was created in annuary 2020 bringing together UN-Habitat expertise in urban planning and design and the work on urban economy and municipal finance. The Section aim at supporting countries in linking economic development objectives and spatial planning decisions. It also intends to assists countries to develop viable financing approaches to territorial and urban development, enhancing the contribution of endogenous resources and local actors in urban development. It will build on the considerable legacy of the two Branches it replaces and identify key strategic areas of convergence and synergy between these 2 critical areas of intervention for sustainable urban development.

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 climate change challenges, low-carbon development also needs to be envisaged. Only those cities and nations able to link effectively economic development objectives with adequate spatial development choices and leveraging the urban advantage fully will be able to address inequalities and inefficiencies and to provide better lives for their residents, while ensuring sustainable development.

In this respect, UN-HABITAT supports different urban actors at city and national level providing technical advice, capacity building training, and purposefully designed tools and



methodologies to support economic decision making in close coordination with spatial analysis and planning, and with financial viability in mind. PFEDS in particular also advise cities on own-revenue enhancement as a precondition for a more empowered local government in service delivery, planning and governance. Tool development and pilot testing is undertaken to systematize and ensure relevance and this also translates into lessons for national and global policymaking.

Achieving the SDGs, and SDG11 in particular, focused on sustainable cities and communities, and the implementation of the New Urban Agenda, which places great emphasis on the role of urban planning and design and of financing as key drivers of sustainable urbanization requires the development of interdisciplinary approaches and reinvigorated role for local governments and communities to identify development paths and solutions, and national governments to develop adequate normative and technical support.

The post is located within the Planning, Finance and Economic Development Section (PFEDS) UN-Habitat, within the Urban Practices Branch, and will provide technical support to the head of the Section.

## **DUTIES AND RESPONSIBILITIES**

The Junior Professional Officer (Urban Planning) will contribute to the work of the Planning, Finance and Economic Development Section (PFEDS) and through that, to the whole approach of UN-Habitat to Urban Economic Development and Financing. The Junior Professional Officer will assist in the development and follow-up on various projects under the PFEDS and will assist developing various relevant normative products, building on UN-Habitat approach and principles and on practice from projects on the ground. Given the new set up in relation to this topic, the JPO will play an important role in shaping the Section agenda and focus over the next years. S/he will provide assistance and support to UN-Habitat on economy and/or finance related matters at city and regional scale, with respect to development of local economic development plans and financing approaches, will design of support activities with cities and local governments, and provide inputs for city level capacity building activities. He will be expected to also decline her/his expertise in support of the key outcomes of UN-Habitat Strategic Plan in the field of Urban Inclusion, Urban Prosperity, Climate Change and Urban Crisis Prevention and Response.

The main duties of the JPO will be the following:

1. Contribute to the analysis and assessment of local and regional economic systems and local revenue streams with a focus on developing and transition countries (including crisis and post-crisis setups).
2. Assist in the provision of technical assistance in the development of initiatives on Urban and Regional Economy and on Municipal and Urban Projects Finance 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 the area of expertise, including policy analysis and practice documentation, tools development and provision of technical assistance.
4. Collect, analyze and present information gathered from diverse sources to prepare technical assistance activities, in collaboration with Regional and Country Offices.
5. Contribute to the development of situation analysis, concept papers, Local Economic Development Plans and reports for partner cities and national governments through the analysis of economic and financial data in their spatial distribution and the identification of assets and opportunities for further development.
6. Contribute and assist in preparing reports, papers, analytical notes and documentation of activities in the area of expertise.
7. Contribute to preparation of case studies to support developing normative product and different economic development and financing tools.
8. Initiate and coordinate outreach activities and capacity development activities towards urban stakeholders.
9. 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;
10. Provide administrative and logistical support to consultative meetings and various conferences, partners meetings and expert group meetings.
11. Perform other related duties as required by the Unit management and contribute to Branch-wide and agency-wide activities as required.

## **TRAVEL**

The JPO will undertake official missions related to her/his work programme in different partner 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 Branch and Global Solutions Division, the JPO will have 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/her field of work, thus expanding her/his understanding of development issues related to urban economic development and finance.

## **QUALIFICATIONS**

Advanced University degree (Master's degree or equivalent) in one or more of the relevant fields, including economy, finance, business development and management, with courses on urban or regional planning, municipal finance etc as additional advantage. 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 development, local or regional economic development, municipal or project finance with private companies, public agencies or academia. Experience in operational activities and research and/or policy development work related to urban development and management issues (preferably with a local government or with the United Nations) will be a strong advantage.

The JPO must have excellent communication 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 Global Practices Branch is one of the two Branches of the Global Solutions Division and is in charge of the development of UN-Habitat normative work, technical advice and quality control, as well as Programme Management.

### SUPERVISION

The Junior Professional Officer (JPO) will be part of, and work under the direct supervision of the Leader of the Planning, Finance and Economic Development Section (PFEDS) within the Global Solutions 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 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 sensitive 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 his/her 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:

Ms. Laura Petrella, Leader,  
Planning, Finance and Economic Development  
Section (PFEDS), Urban Practices Branch  
UN-HABITAT, Nairobi

The second appraising officer:

Ms, Shipra Narang Suri,  
Chief,  
Urban Practices Branch  
UN-HABITAT, Nairobi

**URBAN BASIC SERVICES SECTION  
TERMS OF REFERENCE  
JUNIOR PROFESSIONAL OFFICER (JPO)**

<b>POSITION</b>	Junior Professional Officer (Sustainable Urban Mobility Specialist)
<b>LOCATION</b>	Urban Basic Services Section, 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

## 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. Assist in the implementation of UN-Habitat supported initiatives and projects including preparing plans for undertaking travel demand surveys and participating in such surveys.
3. 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.
4. Undertake literature and internet searches on relevant urban mobility related topics and prepare briefings and presentations
5. 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 partners countries to national and local governments.
6. Assist in the development of 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.
7. Assist in Resource Mobilisation efforts by identifying opportunities and preparing proposals for donors including Business Sector organisations.
8. Support the broader work of the Urban Basic Services Section 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 Chief of the Urban Basic Services Section, the JPO will work under the direct supervision of the Lead, Urban Mobility, Urban Basic Services Section of UN-Habitat



**GOVERNING BODIES SECRETARIAT  
TERMS OF REFERENCE  
JUNIOR PROFESSIONAL OFFICER (JPO)**

**Position:** Junior Professional Officer

**Branch:** Governing Bodies Secretariat

**Location:** UN – Habitat Headquarters, Nairobi, Kenya

**BACKGROUND AND JUSTIFICATION**

The Governing Bodies Secretariat supports the External Relations Division in facilitating high-level and strategic political engagement with member States. The Secretariat enhances engagement with member States and government bodies, especially the Governing Council and its subsidiary bodies

The Secretariat coordinates and facilitates the meetings of the governmental bodies, ensuring that the organization's units submit documents for circulation to the bodies by the agreed deadlines and ensure that the Organization implements their decisions on time, including resolutions of the Governing Council and their follow-up. It will further support the Executive Director in maintaining strong working relationships with Member States.

**Why is the Junior Professional Officer requested/needed?**

With the ongoing governance reform process to strengthening of UN-Habitat, the 'Governing Council' will be reconstituted into an 'Universal Assembly' of 'UN-Habitat'. It is anticipated that, following the decision to be adopted at the United Nations General Assembly (UNGA) in December 2018. This will lead to a major shift and expanded scope leading to increased demands on the role of Governing Council Secretariat. For this reason, it is imperative that the Governing Council Secretariat is professionally equipped to service all global meetings of Member States in a balanced and equitable fashion through its structures, including the yet to be established Executive Board, the Universal Assembly and the Committee of the Permanent Representative (CPR).

The renewed and increased demand as indicated above requires drafting Terms of Reference (ToRs') of the governing bodies, Rules and Procedures of the governing bodies, including real-time information sharing, effective communication, efficient coordination, mutual cooperation with member States is the expected norm. Whereas UN-Habitat has successfully achieved expectations of Members States, it is increasingly becoming clear that additional capacity is required to support the various organs of the Governing Bodies, which include: The Committee of Permanent Representatives (CPR) and its Sub-Committees, the Universal Assembly, the Executive Board and any *ad hoc* Working Groups of the CPR such as Working Group on Programme and Budget (WGPB).

The requested Junior Professional Officer will be located at the Governing Bodies Secretariat of the External Relations Division in Nairobi. The Junior Professional Officer shall be responsible for but not limited to the following: provide support to the Secretariat's drafting of the governing bodies' rules and procedures and Terms of Reference (ToRs'); support in facilitating efficient flow of information and communication with Member States and Senior officials of the Organisation; support the preparation of required legal documents including reports to be presented to the governing bodies; draft synthesized reports for the President and the Chairs' of the governing bodies; draft minutes and follow-up actions after meetings; support in generating and producing requisite policy documents as required.

## **DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS**

### **Terms of reference**

The Terms of Reference for this position will incorporate the following:

1. Preparation of legal documents and reports: (a) provide support in drafting terms of reference and rules of procedure of the governing bodies; (b) further research on legal process entailed in reconstitution of the governing bodies; (c) support follow-up on the formation, implementation of the governing bodies;
2. Provide legal technical and advisory services (a) support in drafting of the resolution on governance review; (b) support in identifying Member States to sponsor the resolution; (c) support in engaging Member States for buy-in of the resolution;
3. Participate and contribute in meetings: (a) Support the preparations, submission and distribution of documents for Governing bodies meetings; (b) support follow-up on the implementation of decisions of Governing bodies' meetings; (c) support follow-up on the implementation of decisions of the governing bodies' meetings;
4. Document production and management meetings: (a) provide support in drafting synthesized reports for the President and the Chairs' of the governing bodies; (b) Support in generation of minutes and follow-up actions after meetings; (c) support in drafting responsibilities to substantive officers after meetings;

### **Output expectations**

1. Well-written Terms of References' and Rules of Procedure of the governance bodies
2. Smooth reconstitution process of the governing bodies;
3. Cost-effective and timely production of meeting documents
4. Preparation of quality documents for Member States and effective follow-up on implementation of resolutions.

## **TRAVEL**

The Junior Professional Officer shall be fully integrated into the Governing Bodies Secretariat Office. When official travel becomes necessary, it shall be dealt with on a case by case basis. Otherwise, most of the activities that the Junior Professional Officer shall be engaged in are Nairobi –based that will not require out of station travel.

## **TRAINING AND LEARNING ELEMENTS**

### ***Training:***

Training needs of the Junior Professional Officer shall be identified at the beginning of the contract, and appropriate arrangements made to facilitate access to these training and capacity building opportunities, based on the Officers preference and availability of allocated funds training. Any such training shall be in line with ‘capacities gap’ identified by the individual him/her-self during the development of the E-Performance document. Apart from the on-the-job learning, this training shall be a combination of on-campus and off-campus sessions, including on-line courses.

### **Learning elements:**

*After one year*, the Junior Professional Officer is expected to be: (a) conversant with the role and functions of the Governing Council Secretariat; (b) familiar with relevant rules and guidelines in the work of the United Nations Secretariat; (c) familiar with the work of the diplomatic community in Nairobi and able to handle routine correspondences and communications with them on a variety of issues on UN-Habitat and its governing bodies; (d) competent in routine diplomatic correspondence and enhanced editorial skills; (e) skilled in working in a multi-cultural environment and respect diversity.

*After two years* the Junior Professional Officer is fully competent in: (a) writing legal guidance materials for the Organization; (b) initiating legal discussions; (c) securing adoption and implementations of resolutions; (d) enhancing dialogue and negotiations skills.

*After three years*, the Junior Professional Officer is fully competent in: (a) all matters pertaining to the Organization of large global meetings such as the Universal Assembly; (b) writing and publishing legal documents; (c) being a proficient and independent professional ready to engage and lead teams that run major international conferences and meetings.

## **QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED**

Advanced university degree in Law or political sciences. A first-level university degree with a combination of relevant and qualifying experiences may be accepted *in lieu* of an advanced university degree.

Excellent writing skills including legal writing. Knowledge on inter-governmental and multi-lateral negotiations and processes is critical. General knowledge on UN-Habitat policy, programmes and governing structures, as well as the United Nations system rules are an added advantage. Computer literacy, good communication and interpersonal skills, and sound legal knowledge of processes of the United Nations.

### **Skills**

Fluency in English, verbal and written, is essential. Knowledge in another United Nations language is an asset. Computer skills are essential.

### **Working experience**

Minimum 5 years of progressively responsible experience, preferably in the field of law experience with inter-governmental and multi-lateral processes. Proven experience required in participating or servicing inter-governmental meetings and negotiations at the national or international level. Knowledge of the United Nations Charter, bodies and organs of the United Nations system is an asset.

### **Competencies**

*Professionalism:* Demonstrated professional competence in the field of inter-governmental and multi-lateral negotiations and processes and the role of the secretariat; *Communication:* Excellent drafting and communications skills, both oral and written; ability to defend and explain difficult and contentious issues; Ability to prepare briefing notes and other written reports that are clear, concise and meaningful. *Teamwork:* Ability to work in a team in a multi-cultural and multi-ethical environment, with supervisory skills.

### **Living conditions at duty station**

Nairobi has recently been reclassified by the UN as a "B" hardship duty station, entitling United Nations staff to home leave every two years. Nairobi is an ordinary city with living normal living conditions similar to many cities of developing countries in Africa.

## **SUPERVISION**

The Junior Professional Officer shall report to the Secretary of the Governing Council on a regular basis for review and goal-setting. Performance appraisal shall inform goal-setting sessions, which will incorporate: planning and organizing meetings; documentation management; document production and communications strategy.

Upon reporting to the duty station, the Junior Professional Officer shall be inducted into the operations of the Governing Bodies Secretariat in general. Additional arrangements shall be made to provide a thorough orientation to other units and divisions of UN-Habitat on their roles and responsibilities.

The Junior Professional Officer will receive detailed guidance from the Secretary to develop his/her own performance appraisal (E-Performance) and an annual work-plan based on the terms of reference, general objectives, desired results, and anticipated challenges in the calendar of the Unit. The Officer's performance will be continuously reviewed and appraised by the Secretary in keeping with the existing rules and guidance of the United Nations Secretariat on performance appraisal. The Junior Professional Officer will also be encouraged to continuously seek guidance on issues of policy and/or other sensitive matters that the Governing Bodies Secretariat is entrusted with.

First appraising officer/ Second appraising officer: Chris Mensah

Title first appraising officer:

Secretary to the Governing Council

Unit first appraising officer:

Governing Bodies Secretariat

Location first appraising officer:

External Relations Division, Nairobi

**OFFICE OF THE EXECUTIVE DIRECTOR  
TERMS OF REFERENCE  
JUNIOR PROFESSIONAL OFFICER**

**Position:** Junior Professional Officer

**Branch:** Office the Executive Director

**Location:** UN – Habitat Headquarters, Nairobi, Kenya

**BACKGROUND AND JUSTIFICATION**

The Office of the Executive Director is responsible for providing the overall direction on the effective and efficient implementation of the work of UN-Habitat. It coordinates interactions with Member States, United Nations offices, programmes, funds, agencies and other partners in the System-wide implementation of the Habitat Agenda, the 2030 Agenda for Sustainable Development and other relevant mandates.

**DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS**

- Contributes to the preparation of various written documents, e.g. drafts sections of studies, background papers, policy guidelines, strategy documents and documents to be submitted to intergovernmental bodies, etc.
- Develops and maintains reference/resource information on specific topics or policy-related issues;
- Responds to various internal and external inquiries and information requests;
- Assists in the provision of substantive support to intergovernmental bodies;
- Analyses information contained in communications and publications received from different sources;
- Researches and drafts briefing notes, background papers and talking points;
- Prepares summaries of meetings and drafts a variety of correspondence;
- Tracks project progress using information technologies to provide project management tools and reporting;
- Performs other related duties as required.



## **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. The JPO will have the opportunities for on-the-job training in the management and administration of a United Nations programme. The JPO should attend 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**

- **Professionalism:** Knowledge of the work of the United Nations and its related bodies concerned with political, economic, social and related matters. Ability to research and use data to provide guidance in relation to the work of the United Nations. 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.
- **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.
- **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

**Education:** Advanced university degree in political science, international relations, international economics, law, public administration or other related area is required. 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 political science, international relations, international economics, law, public administration or other related. For applicants with a first-level university degree, a minimum of four years of progressively responsible experience in the areas cited above.

**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.

The post is located in the Office of the Executive Director, in Nairobi. The JPO will be under the direct supervision of the Senior Strategic Coordination Officer.

**CITY RESILIENCE PROFILING PROGRAMME  
TERMS OF REFERENCE  
JUNIOR PROFESSIONAL OFFICER**

**Position:** Junior Professional Officer

**Branch:** Urban Basics Services Section, Urban Practices Branch

**Location:** UN – Habitat Headquarters, Nairobi, Kenya

**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. UN-Habitat helps the urban poor by transforming cities into safer and healthier places with better opportunities. It works with organizations at every level, including all spheres of government, civil society and the private sector.

Fast growing cities and urban areas of the world are engines of growth and wealth accumulation. This growth can have positive social, cultural and educational impacts. On the other hand, evidence demonstrates that fast economic growth, combined with rapid sprawling population expansion in urban areas, also increases disaster vulnerability and exposure. The level of urbanization<sup>1</sup> is far higher in the developed world; however, the annual ‘urbanization rate’<sup>2</sup> is much faster in the developing world. The primary urban agglomerations with the highest concentrations of people and economic activity mostly overlap with the areas of extreme or high risk related to disasters such as coastal areas, along rivers and in flood plains.

As the main UN Agency responsible for ensuring the sustainable development of cities, towns, and other human settlements, UN-Habitat is strategically placed to coordinate the humanitarian and development efforts of multiple actors and policy makers at all levels in the common pursuit of urban resilience. UN-Habitat’s approach to strengthening urban resilience as a key determinant for ensuring the effectiveness of response interventions during times of crises, and subsequent sustainable development, is embodied in its City Resilience Profiling Programme (CRPP).

The City Resilience Profiling Programme works along four complimentary streams (tools and guidance, knowledge, advocacy and partnerships and community of practice). The City Resilience Profiling Tool (CRPT) is UN-Habitat’s most extensive tool and follows a people-centred and holistic approach to analyze the entire city from a resilience perspective.

The CRPP goes beyond conventional approaches to ‘risk reduction’, delivering a forward-looking, multi-sectoral, multihazard, multi-stakeholder model for building resilience that recognizes the complexities and unique value of cities, and the inherent interdependencies of each part of an urban system.

The programme works with local government institutions, to plan, coordinate, implement and support the various outlined activities. The primary and most direct beneficiaries will be local stakeholders, city

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<sup>1</sup> Percentage of population living in cities

<sup>2</sup> Percentage of population moving to cities on a yearly basis

authorities and civil society. Women, children and other groups at risk, often disproportionately affected by crises situations, will be engaged and receive additional attention.

## **DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS**

The overall objective of this project is to build more inclusive, sustainable, and resilient cities, by strengthening the capacity of key public, private and civil society stakeholders to measure, make decisions, plan and develop actions for building resilience to ensure that public and private investments are risk-informed and that early interventions in crisis-prone cities are linked to longer-term development goals in line with the actions of the New Urban Agenda.

### The expected results are:

1. Increased commitments to build local-level resilience.
2. Local Resilience and investments measured.
3. Key issues and challenges identified in linking early interventions in crisis-prone cities to long-term sustainable development inputs.
4. Capacity is built in cities and local governments to develop and implement integrated local climate and disaster resilience action plans.
5. Crisis-prone cities have enhanced capacity to develop and implement plans to increase their resiliency.

## **MAIN RESPONSIBILITIES FOR THE URBAN RESILIENCE SPECIALIST (Liaison and Mobilization)**

Under the direct supervision of the Head of the City Resilience Profiling Programme (CRPP), and aligned with the Advocacy, Outreach and Partnerships Strategy of UN-Habitat, the consultant will provide substantive professional support to the Programme and will undertake the following tasks:

### **Output 1: Reporting to donors, partners, UN system and stakeholders on activities, progress and workplans.**

#### Tasks:

- Annual reporting on the Programme's activities including work with partner cities, advocacy, publications, etc;
- Internal reporting within UN-Habitat on the topic of Urban Resilience;
- Liaise with technical team to harvest inputs on work/progress for beneficiaries/partners.

### **Output 2: Mobilization of partners and stakeholders.**

#### Tasks:

- Conceptualize and present materials to promote awareness of the objectives of the programme among partners and stakeholders;
- Organize presentations of the CRPP addressed to UN-Habitat's teams and city representatives;
- Identify stories from partners and cities for the flagship publication Trends in Urban Resilience 2019.

- Assist in research and identification of events, publications, websites, organizations, etc. related to the purpose of the Programme that would be suitable for partnership;
- Coordinate and support the organization of local and global events of the Programme.
- Identify potential programmes and funds on Urban Resilience for UN-Habitat to implement.

### **Output 3: Liais with other UN-Habitat's branches and units**

#### Generic tasks:

- Identify programmes and projects within UN-Habitat around the Urban Resilience topic to be highlighted on the Urban Resilience Hub platform;
- Support the generic tasks of the CRPP from UN-Habitat's HQ (Partnerships, legal office, admin, etc).
- Support the technical tasks of the CRPP from UN-Habitat's HQ (UN-Habitat's branches).
- Carry out other tasks identified in the Advocacy, Outreach and Partnerships strategy as required.

### **DUTY STATION**

The work shall be performed from the UN-Habitat's HQ in Nairobi, Kenya.

### **TRAVEL**

If UN-Habitat determines that the individual contractor needs to travel outside the UN-Habitat CRPP Barcelona office in order to perform his/her assignment, that travel is provided by the organization. When travel is authorized for the consultant, economy class shall be the standard of accommodation for air travel in all cases and irrespective of the duration of the journey.

### **COMPETENCIES**

**Professional:** Knowledge and understanding of theories, concepts and approaches relevant to donor relations, public-private partnerships and private sector fundraising. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual, analytical and evaluative skills to conduct independent research and the use of a variety of research sources. Ability to organize seminars, consultations, training workshops and special events. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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. **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 the audience. Demonstrates openness in sharing information and keeping people informed. **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. **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.

## **EDUCATION**

- Advanced university degree (Master's degree) in Social Studies, International Relations, Urban or Regional Planning, Architecture, Development Studies, or similar fields deemed relevant to the subject areas covered by the CRPP Terms of Reference.
- A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

## **WORK EXPERIENCE**

- A minimum of 2 year of experience in developing strategies, guidelines, toolkits or policies for effective urban environments, and in liaising with private and governmental authorities, other national/international institutions and NGOs and in working within fragile urban environments.

## **LANGUAGE SKILLS**

- Fluency in verbal and written English is required.
- Knowledge of other UN languages (French, Spanish) would be an additional asset.

## **OTHER SKILLS**

- Ability to work co-operatively with other staff and share experience.
- Familiarity with UN system.
- Excellent communications skills.
- Able to work under pressure in diverse environments with minimum supervision.
- Able to meet deadlines for reporting and all project work.

## **SPECIAL CONSIDERATIONS:**

The candidate should be:

- Committed to United Nations mission, vision and values.
- Willing to take responsibility, act professionally at all times, and make sure tasks are fully completed.
- Displaying cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Express enthusiasm and willingness to continue learning new skills and share experiences with other members of the team.

**LAND, HOUSING AND SHELTER SECTION, URBAN PRACTICES BRANCH**  
**TERMS OF REFERENCE**  
**JUNIOR PROFESSIONAL OFFICER (JPO)**

**Position:** Junior Professional Officer – Associate Human Settlements Officer

**Branch:** Urban Practices Branch

**Division:** Land, Housing and Shelter Section

**BACKGROUND AND JUSTIFICATION**

Three billion people will need adequate housing by 2030. The right to adequate housing is a part of basic human rights, and its realisation contributes to crucial economic, social and cultural aspects of development for individuals, households and communities. Conversely, inadequate housing has a direct and negative impact on urban equality and inclusion, urban safety, and livelihood opportunities, and adversely affects health conditions.

Housing stands at the centre of the New Urban Agenda and the expansion of adequate housing options for all will directly support the achievement of the Sustainable Development Goals (SDGs), especially SDG 11 to “*make cities and human settlements inclusive, safe, resilient and sustainable*”. Ensuring access for all to adequate, safe and affordable housing that are accessible for members of different income groups of society will also contribute to reaching SDGs relating to poverty alleviation, health, economic development, social cohesion, gender equality and environmental sustainability.

UN-Habitat promotes the Housing at the Centre approach to improve access to adequate and affordable housing. Housing at the Centre calls for a paradigm shift from output-based towards impact-based policies and strategies, including the socio-economic factors surrounding housing in urban areas, to promote access to adequate housing for all. In particular, UN-Habitat sees the criterion of affordability as a key entry point for the promotion of adequate housing for all. UN-Habitat therefore seeks to increase its work on housing affordability, including through the development of normative material and the design of inclusive, pro-poor policies, strategies and projects.

**DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS**

The JPO (Housing Unit, Affordable Housing) will contribute to the Unit’s normative and programmatic work on housing affordability as part of its mandate to support the realisation of the right to adequate housing for all.

The JPO will provide general support to the planning, coordination, implementation and evaluation of the Housing Affordability project portfolio, including research and normative papers, reports on best-practice cases and tools, innovative solutions, technical notes, and the development and management of projects at the local, country or regional levels.

The main duties of the JPO will therefore be the following:

- **Work with partners** and liaise with relevant stakeholders to facilitate the planning, coordination, implementation and evaluation of the Housing Affordability project portfolio;
- **Carry out research** on selected aspects of affordable housing programmes, projects and other activities, including collecting, analysing and presenting statistical data and other information gathered from diverse sources;
- **Contribute to the preparation of written outputs**, such as background papers, technical and analytical notes, sections of reports and studies, and inputs to publications.
- **Provide substantive support** for policy coordination and evaluation functions – including the review and analysis of emerging issues and trends, participation in evaluations or research activities and studies – and to project development and management.

## TRAVEL

The JPO will undertake official missions related to his or her work programme in relation to the work implemented by the Housing Unit, Land, Housing and Shelter Section. It is desirable for the JPO to participate in at least one relevant international conference per year.

## 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.

## QUALIFICATIONS

### Working experience:

At least two (2) years of progressively responsible professional experience in research and policy development related to sustainable urban development, housing, policy design preferably in developing country contexts and within international organisations. Experience in housing policy formulation and programme management in developing countries will be a strong advantage. Knowledge of concepts and approaches relevant to housing policy development, specifically in the areas of low-income housing and understanding of the dynamics of the human settlements sector would be an asset. The JPO must have excellent communication and technical writing skills and be capable of working in a multicultural environment.

The JPO 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 organisational 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 organising** 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 Housing Unit Leader based out of the Land, Housing and Shelter Section, UN-Habitat Headquarters in Nairobi, Kenya.

**LAND, HOUSING AND SHELTER SECTION, URBAN PRACTICES BRANCH**  
**TERMS OF REFERENCE**  
**JUNIOR PROFESSIONAL OFFICER (JPO)**

**Position:** Junior Professional Officer (Land Administration Specialist)  
**Branch:** Land, Housing and Shelter Section, Urban Practices Branch  
**Location:** Nairobi

**BACKGROUND AND JUSTIFICATION**

The United Nations Human Settlements Programme, UN-Habitat, is the UN 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's Land, Housing and Shelter Section provides policy and operational support for governments and cities in the fields of legislative and regulatory reform, the development of tools to provide security of tenure for the poor and the implementation of multilevel approaches to governance. Through the identification of normative methods and through technical assistance, the Land and Global Land Tool Network Unit has the mandate to promote inclusive, gender responsive and fit-for-purpose land administration to contribute to Sustainable Development Goals (SDGs) and New Urban Agenda. The Land and GLTN Unit works closely with other UN Habitat branches, units and offices to provide a holistic approach to land administration and land tenure security as well as with a range of external partners and stakeholders.

The Land and GLTN Unit is mandated to:

- Identify and implement pro-poor, gender responsive and fit-for-purpose land policies, tools and approaches that improve access to land and security of tenure for urban and rural poor particularly for women, youth and vulnerable groups.
- Strengthen capacity of partners and land stakeholders including government authorities to implement land tools and approaches that are pro-poor, gender responsive, effective and sustainable.
- To improve knowledge and awareness among stakeholders on issues concerning land administration, land tenure and access to land and other natural resources and how these issues affect their livelihoods.

A key part of the Unit's work is to ensure that land administration systems are responsive, effective and sustainable. This will entail reviewing and promoting sound land policies and legal framework, instituting fit-for-purpose land administration interventions, adopting responsible land governance frameworks and securing land and property rights for all particularly for the poor, women, youth and vulnerable groups.

**DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS**

Under the supervision of the Unit Leader, Land and GLTN Unit, and in close collaboration with professional staff responsible for normative and technical assistance projects, other UN-Habitat office and key partners, the incumbent will be responsible for the following duties:

**Tools Development and Implementation:** Provide lead and/or support, on behalf of Unit, in the development, testing and refinement of priority pro-poor, fit-for-purpose and gender responsive land policies, tools and approaches; Prepare and/or review draft documents, frameworks, strategies in the tools development including contributing to policy dialogues, peer reviews and Expert Group Meetings; Provide lead/or support tools implementation in GLTN priority countries where relevant assigned tools are being implemented including the review, documentation and adjustments of land tools and Assist in the identification, gaps analyses, development and dissemination of appropriate tools, strategies and approaches towards effective land administration systems.

**Programme Implementation and Country Engagement:** Provide technical support in the implementation and coordination of Unit's projects in select countries particularly in the areas of land policy, land tenure and land administration; Provide substantive analyses, design and support in the delivery of project objectives including on policy reforms, tools implementation, awareness building, communications, capacity development and partnership strengthening in select projects and countries; and contribute to the preparation of various written outputs on programme and country interventions including drafting background papers, analytical notes, sections of reports and studies, inputs to publications, project documentations, presentations and other information materials.

**Awareness Building and Communications:** Undertake research, documentation and publication on countries on tools implementation, highlighting country level innovations and key outcomes on land policy, land tenure and land administration; Provide lead and/or support in developing and strengthening partnerships, awareness raising and communication around the use and application of GLTN tools, frameworks and approaches with the framework of the continuum of land rights approach and Fit for Purpose Land Administration; and Provide technical support and substantive inputs in the over-all planning, monitoring, process documentation and technical missions.

## TRAVEL

The JPO will undertake official missions related to her/his work programme in different countries and project sites to provide technical support and advice. It is expected that project funds will be made available to support these missions.

The Land and GLTN Unit will also endeavour to identify opportunities to attend relevant international conferences where possible.

## 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 Land and GLTN Unit, the JPO will be given on the job training in land policy development, tools development and implementation, partnership strengthening and programme development and coordination. On the job training will include exposure to working with leading and well-known international organizations and institutions working on land tenure and land

administration including from research and academic institutions, professional bodies, civil society organizations and multi-lateral and bi-lateral partner-organizations. The JPO will have unique opportunities to work with known land experts at global, regional and country levels and will be able to have hands-on experience in integrating normative and operational work within the United Nations framework.

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 land administration.

## **QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED**

University degree in a field deemed relevant to the subject areas covered by these Terms of Reference such as Land Administration/Management, Land Policy, Surveying/Geomatics and Social Sciences. A Master's degree in any of the above related fields will be an added advantage.

Proven experience in land administration and/or land-related programmes is required;

Experience in the development of land policy and implementation of land administration projects and initiatives is preferred;

Knowledge of the land sector in regard to both urban and rural contexts and also land sector issues at global, regional and country level particularly in relation with existing global/regional framework (e.g. SDGs, New Urban Agenda) is an advantage; and

Knowledge and experience in multi-stakeholder consultations, coordination, dialogues and expert group meetings is desirable.

Fluency in oral and written English is required. Knowledge of French would be an advantage.

In addition:

- Proficiency in the use of personal computers including word processing, spread sheets, presentation software and internet applications
- Willingness and ability to work in teams in multi-agency and cultural environments
- Team working ability and flexibility

## **Core Competencies**

**Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to land administration, land policy and land tenure particularly in developing countries. Ability to identify issues, analyse and participate in the resolution of issues/problems. 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. 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.

**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.

## **SUPERVISION**

The JPO will report to the Unit Leader, Land and GLTN Unit, or his/her designate.

The JPO will work as a member of the Land and GLTN Unit in collaboration with staff of the rest of the Agency.

The JPO will be guided to prepare a United Nations Performance Appraisal System (e-performance), which will set out specific and measurable goals for the work of the JPO within the framework of the Urban Legislation Unit's work plan. The JPO will have access to adequate office space and electronic equipment.

**OFFICE OF THE DEPUTY EXECUTIVE DIRECTOR  
TERMS OF REFERENCE  
JUNIOR PROFESSIONAL OFFICER**

**Position:** Junior Professional Officer- Support the Special Assistant

**Branch:** Office of the Executive Director

**Location:** UN – Habitat Headquarters, Nairobi, Kenya

**BACKGROUND AND JUSTIFICATION**

The United Nations Human Settlements Programme (UN-Habitat) is the United Nations system's designated entity for addressing and promoting socially and environmentally sustainable human settlements, development, and the achievement of adequate shelter for all ([www.unhabitat.org](http://www.unhabitat.org)). This position is in the Office of the Executive Director UN-Habitat in Nairobi, Kenya. The JPO reports directly to the Special Assistant to the Deputy Executive Director (DED).

**DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS**

Within delegated authority the JPO will be responsible for the following duties:

- Supports the Deputy Executive Director's activities on UN-system coordination on urban issues, including through relevant inter-agency mechanisms, such as the UN Chief Executive Board's High-level Committee on Programmes and the UN Sustainable Development Group, but also in the context of SDG 11 implementation and follow-up to the New Urban Agenda;
- Supports the Deputy Executive Director's activities with Member States, including in the context of the Committee of Permanent Representatives and other relevant bodies.
- Supports the Special Assistant in preparing for internal and external meetings of the Deputy Executive Director, coordinating inputs and reviewing presentations, briefings and talking points;
- Supports the Deputy Executive Director's media and social media presence and other outreach activities;
- Researches, analyses and presents information gathered from diverse sources;
- Assists with the substantive preparation of reports or drafting of written outputs;
- May perform other duties as required.

Counterparts, senior officers and technical staff in relevant Secretariat units and in UN funds, programmes, interagency bodies and other UN specialized agencies.  
Representatives and officials in national governments, international organizations, civil society, and consultants.

**Results Expected:**

Provides support on a wide range of issues, including enhancing UN-system coordination of urban matter and promoting partnerships with other agencies. Ensures smooth information flow and delivers thorough, well-reasoned contributions and supports the Special Assistant from substantive and organizational perspective.

**Competencies:**

**Professionalism:** Ability to analyse a diverse range of complex and unusual issues and problems and in developing innovative and creative solutions. Strong analytical skills and ability to conduct comprehensive research on a wide array of issues, including those of a unique and/or complex nature; proficiency in writing and the ability to prepare reports, opinion papers, and a variety of other instruments and related documents. Discretion and sound judgment in applying expertise to often sensitive and/or confidential issues. Strong negotiating skills and ability to reach agreement amongst divergent views. Ability to work to tight deadlines and handle multiple concurrent projects/cases. Knowledge of international relations and of UN system, organization and interrelationships. 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.

**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.

**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 do not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.



**OFFICE OF THE EXECUTIVE DIRECTOR  
TERMS OF REFERENCE  
JUNIOR PROFESSIONAL OFFICER (JPO)**

**Position:** Junior Professional Officer (JPO)

**Section:** Independent Evaluation Unit, Office of the Executive Director

**Location :** Nairobi

**BACKGROUND AND JUSTIFICATION**

The evaluation function, in the UN Secretariat, is governed by the Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation (SGB/2000/8) as well as the professional guidelines set by the United Nations Evaluation Group (UNEG's) norms and standards.

In addition, the UN-Habitat Evaluation Policy (2013) guides the planning and implementation of different categories of evaluations such as corporate level evaluations, country evaluations, policy/strategic, thematic; project and programme evaluations as well as self-evaluations. It describes the principles independence, coverage, quality and use of evaluations; types and management of evaluations; roles and responsibilities; planning and prioritizing evaluations; financing of evaluations; reporting and disseminating evaluation results; and follow-up on evaluation recommendations and use of evaluation findings.

Since the establishment of the UN-Habitat, evaluation has been a core function at the organization. The Evaluation Unit is the custodian of the Evaluation Function. It has a mandate to coordinate and evaluate UN-Habitat projects, programmes, policies and strategies with objectives of: (i) supporting accountability and transparency, (ii) improving programming, implementation and overall performance, and (iii) contributing to knowledge and organizational learning.

UN-Habitat's expectations from evaluation function to bring improvements to the organization's work through and demonstrate results achieved by the organization. However, despite positive developments and improvements, the evaluation function is not yet strengthened as a critical function with respect to influencing decision-making, improving programme design and implementation, and helping in formulation of policy directives. Staff capacities to implement the evaluation policy requirements are limited. Presently, the Evaluation Unit is staffed with two professions, one general staff and one individual consultant.

In summation, the Evaluation Unit is understaffed to carry out its mandates. The Junior Professional Officer will play a crucial role in assisting and increasing the capacity to plan, manage, conduct, report and follow-up to the evaluations of UN-Habitat.

## **DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS**

- Support implementation of evaluations plans and many manage evaluations, coordinate and communicate information about evaluation related work of the Evaluation Unit, in order to promote compliance with the UN-Habitat evaluation policy.
- Supports the Evaluation Unit to ensure that the outputs produced by the unit maintain high-quality standards, including Terms of Reference (TOR) for evaluation, Inception evaluation reports and draft evaluation reports.
- Support the Evaluation Unit in preparation of performance reports, dissemination and follow-up mechanism for use of evaluations.
- Support headquarters and field staff in the formulation and implementation of project and programme level evaluations.
- Fosters teamwork and communication among the staff in the Evaluation Unit and across organizational boundaries.
- Undertake any assignments as may be required by the Evaluation Unit.

## **TRAVEL**

The JPO may be required to travel to participate in training workshop, provide technical support to regional and country offices or participate in international, regional or national evaluation professional meetings.

## **TRAINING AND LEARNING ELEMENTS**

- Career advancement is a means to appreciate competencies. The JPO will benefit from evaluation networks and professional trainings to increase his or her competences.
- The JPO may also pursues professional networks and self-development in order to enhance his/her evaluation competencies and skills.
- He she may also pursues mentoring opportunities to develop own competencies and skills
- The JPO will also benefit from trainings/workshops offer by the Evaluation Unit in the evaluation field.

## **QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED**

- Advanced university degree (Master's degree or equivalent) in economics, sociology, Statistics, Computer Science, information technology, evaluation or other related fields;

- At least 3 years of relevant experience in evaluation or research
- Familiarity with the UNEG norms and stands and preferably with knowledge and familiarity with UN-Habitat mandate and work;
- Must possess very good inter-personal skills, and the ability to work in a multi-cultural environment, with a commitment to timeliness and quality;
- Fluency as well as excellent writing skills in English is essential. Knowledge of other UN Official language would be an advantage.

### **Competencies required**

#### **Professionalism**

Has Knowledge and understanding of evaluation theories, concepts and approaches, ability to identify programme/project logic, strategic thinking, strategic analysis, and have evaluative knowledge including interpretation of evaluative evidence. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Showing pride in work; demonstrating professional competence; reporting fairly and encouraging use of evaluation results.

- Has solid knowledge of evaluation ethics and is able to apply this knowledge in most evaluations;
- Has solid knowledge about UNEG Norms and Standards for Evaluation and applies them appropriately, seeking advice where appropriate;
- Understands current issues in evaluation practice and theory;
- Has solid knowledge of human rights and gender equality and is able to ensure that evaluation design, questions and analysis incorporate this knowledge in most settings;

#### **Technical competencies**

Has solid knowledge of various types of theories of change and logic models and is able apply an understanding of systems thinking in order to identify and facilitate the development of theories of change and logic models for moderately complex programmes and policies and in order to facilitate evaluative thinking among stakeholders

- Has solid understanding of and is able to establish the relevant evaluation quality assurance mechanisms for upholding high-quality standards;
- Has solid experience in developing high-quality terms of references for moderately complex evaluations, including clear and focused evaluation questions;
- Has knowledge of a range of evaluation data collection and analysis methods;
- Has solid knowledge and experience in analyzing data from diverse sources and identifying key trends;

- Able to validate data accuracy and data quality and to ensure that data collection and analysis have been conducted ethically;
- Has solid ability in reporting credible conclusions substantiated by evidence;
- Has the ability to develop clear, realistic and feasible recommendations and understands the importance of using findings to inform future programme and policy decisions;

### **Managerial competencies**

Has a solid ability to determine the scope of an evaluation and to develop mechanisms to implement the evaluation;

- Has a solid ability to develop a realistic work plan for a moderately complex evaluation, to adjust the work plan as needed and to effectively manage the budgeting and the use of evaluation resources ;
- Has a solid ability to coordinate and supervise evaluation processes in order to establish relevant stakeholder groups and to manage these in order to ensure engagement;
- Has solid knowledge of assessing risk and of building and applying contingency plans where relevant;

### **Interpersonal skills**

Has solid knowledge and the ability to communicate and present results in a clear and user-friendly way as well as to write up evaluation reports;

- Is effective at asking probing questions and actively listening to responses;
- Has knowledge on how to address challenging dynamics and to ensure that diverse perspectives are integrated into the evaluation.

## **SUPERVISION**

The JPO will be under the supervision of the Chief, Evaluation Unit.

**OFFICE OF THE EXECUTIVE DIRECTOR  
TERMS OF REFERENCE  
JUNIOR PROFESSIONAL OFFICER (JPO)**

**Position:** Junior Professional Officer (JPO)

**Section:** Office of the Executive Director

**Location:** Nairobi

**BACKGROUND AND JUSTIFICATION**

The Office of the Executive Director is responsible for providing the overall direction on the effective and efficient implementation of the work of UN-Habitat. It coordinates interactions with Member States, United Nations offices, programmes, funds, agencies and other partners in the System-wide implementation of the Habitat Agenda, the 2030 Agenda for Sustainable Development and other relevant mandates.

**DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS**

- Contributes to Executive Director's presence on a range of major social media platforms;
- Designs and implements social media strategies for the Executive Director, in close cooperation with the External Relations Division, which sets overall communications guidance, priorities and messaging;
- Coordinates production and sharing of the Executive Director's social media content and messaging within UN-Habitat, the Secretariat, the UN System and beyond on information-sharing tools and through planning meetings;
- Supports the participation of the Executive Director in public appearances by preparing her statements, speeches, and presentations;
- Monitors, analyzes and reports on social media trends and impact and draft report inputs;
- Performs other duties as assigned.

**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. The JPO will have the opportunities for on-the-job training in the management and administration of a United Nations programme, at the executive level. S/he will be expected to work closely with the External Relations Division on media relations, partnerships, and other public information activities. The JPO should attend 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

- **Professionalism:** Knowledge of processes and procedures relation to the communication, production and dissemination of public information. Ability to research and gather information from a variety of sources. Knowledge on how to identify and prepare new material for inclusion on appropriate social media accounts and other online outlets as well as updating, drafting and editing content on social media accounts and other official online outlets. Shows willingness to learn new technology; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; able to work accurately and under pressure in a small team; takes responsibility for incorporating gender perspectives and ensuring the equal participation of men and women in all areas of work; shows persistence when faced with difficult problems or challenges; remains calm in human resources policies, practices and procedures and ability to apply them in an organizational setting.
- **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.
- **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

**Education:** Advanced university degree (Master's degree or equivalent) in communication, journalism, international relations, public administration 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 public information, journalism, international relations, public administration or related area. For applicants with a first-level university degree, a minimum of four years of progressively responsible experience in the areas cited above.

**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.

### **Supervision**

The post is located in the Office of the Executive Director, in Nairobi. The JPO will be under the direct supervision of the Chief of Staff.



**CAPACITY DEVELOPMENT AND TRAINING SECTION, PROGRAMME DEVELOPMENT  
BRANCH  
TERMS OF REFERENCE  
JUNIOR PROFESSIONAL OFFICER**

**Position:** Junior Professional Officer

**Section:** Capacity Development and Training Section, Programme Development Branch

**Location:** UN – Habitat Headquarters, Nairobi, Kenya

**BACKGROUND AND JUSTIFICATION**

**Capacity building for the implementation, monitoring and reporting of the New Urban Agenda.** The Associate Programme Officer reports to the Chief of the Capacity Development and Training Section, under the overall supervision of the head of the Programme Development Branch. The focus of the job is training and capacity building for the implementation of the New Urban Agenda.

The adoption of the New Urban Agenda (NUA) and the Sustainable Development Goals (SDG), which includes the Goal 11 on cities “to make cities and human settlements safe, inclusive, resilient, and sustainable”, firmly places urbanization at the forefront of international development policy and sustainable development.

The New Urban Agenda document reaffirms our global commitment to sustainable urban development as a critical step for realizing sustainable development in an integrated and coordinated manner at the global, regional, national, subnational and local levels, with the participation of all relevant actors.

The capacity of institutions and individuals is central for the success of any transformative policy. Strengthening the institutional capacity of national and local governments is considered essential for the achievement of the commitments and actions towards sustainable cities as outlined in international frameworks and agendas.

The implementation of the New Urban Agenda and the SDG11 and the realization of their transformative elements on the ground will depend on the ability of institutions and individuals to move away from status-quo urbanization towards a new paradigm of sustainable urban development.

This is where knowledge development, capacity building, training and problem-solving education, city to city cooperation, peer to peer learning and different forms of knowledge and practice exchange make a difference. This is where universities, training institutions, think tanks, development NGO’s and communities of practice have an important role to play, but also donor organizations, multilateral and bilateral development cooperation institutions.

## DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS

The position is located in the Capacity Development and Training Section, Programme Development Branch, under the general supervision of the Head of Section.

The work will be done in support of Capacity Building efforts benefitting to Member States, cities and various stakeholders working in the implementation, review and monitoring of the global urban agendas.

The JPO duties will be in three main areas:

- a) Building networks and knowledge development globally;
- b) Development and delivery of Training and Capacity Development products, tools and courses in response to the needs of the New Urban Agenda and the SDG's;
- c) Mainstreaming of capacity building throughout the organization

Under the direct supervision of the Chief of the Capacity Development Unit, the incumbent will perform the following duties:

- a) ***Building networks and knowledge sharing for capacity building globally (duties)***
  - support the promotion and development of the Habitat University Partnership, by identifying and engaging potential and actual partner universities to support the normative and operational activities of UN-Habitat; Keeping up to date database of partner Universities and related web content; Preparing progress reports and briefs;
  - develop partnerships with other knowledge-based institutions and capacity building organizations; support the development of knowledge platforms;
  - prepare case studies and documentation of good practices for cross-city knowledge exchange; identify successful sustainable urban policy experiences related to different pillars of the New Urban Agenda and SDG11 that can be incorporated into the global programme on training and capacity building for the NUA and SDG11;
- b) ***Development and delivery of Training and Capacity Development products, tools and courses in response to the needs of the New Urban Agenda and the SDG's (duties)***
  - support the coordination of capacity building projects implemented by the Capacity Development Unit and the Branch; provision of capacity development services to national and local governments and Habitat Agenda Partners by undertaking activities covering the various stages of the training development cycle, and identification of institutional and individual capacity development gaps;
  - engage training institutions, universities and trainers in development and delivery of training programs;
  - develop online trainings;
  - support the development of project proposals based on results-based management principles;
- c) ***Mainstreaming of capacity building throughout the organization (duties)***
  - develop technical and content proposals for meeting the capacity needs of UN-Habitat programs and partners and support mainstreaming of capacity development throughout the organizations' strategy and programmes;
  - support the preparation of communication, visibility products, case studies, reports and factsheets cross-highlighting the impact of capacity building efforts worldwide;

- contribute to the team work of the Capacity Development Unit and the Research and Capacity Branch by taking part in branch-level and unit-level activities; assist in the reporting to senior management of UN-Habitat, revise and comment on reports to the UN secretariat; support the development of the work plan and its implementation, progress reporting and evaluation and monitoring.

Working with the RCDB/CDU team and strategic partners, the Junior Professional Officer will contribute to produce the following **results** (outputs):

- case studies, reports and factsheets on cross-highlighting the impact of capacity building efforts worldwide;
- training support materials, and case-evidences of the localization of the New Urban Agenda and the SDG11 at local and national levels,
- design of a global training and capacity building programme focusing on the implementation, monitoring and reporting on the implementation of the New Urban Agenda and SDG11.
- complete training companions on specific issues, including online knowledge sharing and training tools;
- delivery of tailored trainings for governments, local governments and partners and production of the subsequent reports and visibility products;
- reports of University partnership steering committee meetings and minutes;

## **TRAVEL**

For this JPO post, occasional travel is required to provide capacity building and technical assistance to countries/cities.

## **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 preparation of a variety of capacity building and training tools;
- The JPO will benefit from the continuous internal meetings of unit and the branch;
- The JPO will also benefit from continuous learning and training related to workshops, expert group meetings, seminars, organized by the Research and Capacity Development Branch as part of the follow-up and review of the urban global agendas.
- In addition, the JPO will benefit from on-the-job-training by participating himself/herself in the analysis of data, collection of qualitative information, preparation of internal reports, working closely with the Branch coordinator and the Unit leaders, and other report teams.
- The JPO will learn from the interaction with UN agencies and external partners involved in the preparation of these reports, as part of the Agency's focal point role in human settlement issues.
- The JPO will also benefit from training and technical advisory services provided by the Branch to countries and cities in view of the preparation of national and city reports.

## **QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED**

### **Education**

Advanced university degree (Master's degree or equivalent) in Urban Planning, Urban Development, Urban Geography, Economics, Social Sciences, Development Studies, Urban Governance, Regional Planning, Civil Engineering, Architecture, or any other related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

At least two years of experience in urban development, capacity building and training at national and international levels. Experience of networking and outreach activities; experience of conducting policy reviews and preparation of policy recommendations for decision makers; demonstrable analytical, drafting, reporting and presentation experience; experience of analyzing, summarizing and presenting information on urban issues, is desirable.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For this position fluency in oral and written English is required. Knowledge of another UN official language would be an advantage.

### **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

## **SUPERVISION**

The JPO will receive direct supervision from the Unit and the Branch coordinator. This will enable him/her to make a substantive contribution to the work of the Branch in this area. The immediate supervisors will provide supervision, guidance and coaching throughout the JPO work in UN-Habitat.

RCDB will work with a 'pair-up' system with other JPOs inside and outside the agency in a system-wide approach, and with other sub-programmes and regional offices for technical and substantive support and assistance.

The JPO will be subject to performance assessments as per UMOJA system, as UN-Habitat staff members. This assessment includes performance planning, monitoring and evaluation. A planning structure that is in itself a learning experience for the JPO.

**DONOR RELATIONS AND STRATEGIC RESOURCE PARTNERSHIP UNIT**  
**TERMS OF REFERENCE**  
**JUNIOR PROFESSIONAL OFFICER (JPO)**

**Position:** Junior Professional Officer (Associate Resource Mobilization Officer), P2  
**Section:** Donor Relations and Strategic Resource Partnership Unit  
**Location :** Nairobi

**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. The main goal of this position is to support implementation of the organization's resource mobilization strategy to secure general purpose and earmarked financial support for the normative and operational work of UN-Habitat from the public sector, private sectors, and civil society donors, and to provide guidance and support to the resource mobilization efforts of managers in the decentralized fund-raising model of the organization. The post reports to the Head of the Donor Relations and Income Management Unit in the Division of Operations and Management

**DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS**

1. Assist in develop, maintain and strengthen effective relationships with all donor partners, at all levels, including national Governments, local authorities, private sector and other non-state sector donors with a view to expanding productive, results-focused partnerships and securing funding / partnership arrangements.
2. Organize regular donor briefings, annual donor consultations and other partnership and fund-raising events, maintain regular contacts with donors and ensure timely follow-up on requests from donors as well as timely reporting to donors on usage of their contributions and other significant developments and achievements of the organization.
3. Undertake research, analyze of fundraising potential and new funding opportunities within the international donor community, donor trends, best practices in fundraising. The research should cover all donor types including public sector donors: governmental and intergovernmental organizations; financial institutions, local authorities, foundations, civil society and the private sector and provide guidance to managers based on current trends and opportunities.
4. Update information on specific donors' policies, priorities, funding mechanisms and interests ensuring regular maintenance of these donor profiles in the organization's Donor Information System to support organization-wide donor relationship management.
5. Assist in preparing the annual resource mobilization action plan based on targets of the resource mobilization strategy and those in the organization's work programme and budget to

ensure that resource mobilization efforts are aligned with the priorities and address the funding gaps in the approved biennial programme of work.

6. Provide support to managers and other relevant staff on writing compelling funding proposals highlight the role of the organization's work including expected results and impact of proposed programmes.
7. Assist in building the capacity of relevant staff to mobilize resources including through provision of tools, templates, standard operating procedures and training.
8. Support implementation of a system to support coordinated decentralized contacts with potential and existing donors.
9. Provide support to the Resource Mobilization Steering Committee including convening and organization of meetings, ensuring timely preparation and dissemination of meeting minutes and progress reports, and other secretariat support to ensure its effective functioning.
10. Respond requests for information from the UN oversight bodies relating to resource mobilization and ensure timely follow up on audit and evaluation recommendations.

### **TRAVEL**

The JPO will undertake official missions related to her/his work programme particularly those related to joint consultations with donors. This will include the annual joint consultations with key donors. (approximate cost of US\$10,000 annually).

### **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) and where possible, external trainers. 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), UN-Habitat's Donor Information System, and Project Accrual and Accounting System, and fundraising training. In general, the JPO will have the opportunity to gain experiences in working with the United Nations system, as well as with working with donors including Governments, local authorities, the private sector and civil society. It is expected that the JPO attends at least one international conference/workshop/seminar per year on fundraising related matters in the context of development issues, particularly sustainable urban development.

### **QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED**

**Education:** Advanced university degree (master's degree or equivalent) in business administration, marketing, communication, economics or international relations or related field. A first university degree in combination with two additional years of qualifying experience may be acceptable in lieu of the advanced university degree.

**Experience** At least **two years'** practical experience in the resource mobilization, including engagement with Member States or similar.



**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 fundraising from Member State countries, private sector or non-governmental organizations. Experience in supporting resource mobilization efforts such as consultations with donors, donor profiling, donor intelligence and writing funding proposals. 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.
- **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.
- **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.

## **SUPERVISION**

This post is located in the Donor Relations and income Management Unit, Management and Operations Division, UN Habitat at the Nairobi Duty Station under the direct supervision of the Head, Donor Relations and Income Management Unit.

## **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.

For 2018 and beyond, the assistance of UN-Habitat is being programmed in the following areas:

- Assistance for settlement reconstruction for refugees after return (Rakhine)

- Assistance for slum upgrading and resettlement in metro-cities, especially Yangon
- Mainstreaming of adaptation planning and interventions to prepare for climate change (national)
- Water and sanitation support (Dry Zone area)
- Solid waste management technical assistance (Yangon)
- Land administration support (Yangon)

## **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, Pakistan

**LOCATION:** Islamabad, Pakistan

#### **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 Pakistan Office was established in 2005 to strengthen cooperation between the Government of Pakistan and UN-Habitat, to contribute towards capacity building in the themes of sustainable urban development through policy development, institutional capacitation and implementation of SDGs and NUA and to promote UN-Habitat mandated activities in Pakistan, particularly in the field of disaster resilience communities and cities, climate change, sustainable environment in line with to implementation of UN-Habitat strategic plan 2020-2023.

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

Under the direct supervision of the Habitat Programme Manager of the Pakistan office , 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 supported by Govt. of Pakistan, ONE-UN and other partners including government agencies
- Participate in activities related to ONE-UN joint programming and localisation of Agenda 2030 at the country level, leveraging on UN-Habitat four domain of change areas.
- Support the Habitat Programme Manager in his/her regular reporting and other management activities as per need.

## **TRAVEL**

Travel to in-country meetings, field visits and workshops as appropriate. 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. 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.

**HUMAN RESOURCES UNIT, MANAGEMENT AND OPERATIONS DIVISION**  
**TERMS OF REFERENCE**  
**JUNIOR PROFESSIONAL OFFICER (JPO)**

**Post Title:** Junior Professional Officer (JPO)  
**Duty Station:** Phnom Penh, Cambodia  
**Organizational Unit:** UN-HABITAT Office for Cambodia

**BACKGROUND AND JUSTIFICATION**

The United Nations Human Settlements Programme, UN-Habitat, is the United Nations agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all.

UN-HABITAT has supported Cambodia since 1996 and has a representative as Habitat Programme Manager (HPM) in 2007. The Cambodia Office is under the direct supervision of the Director and the Human Settlement Officers of UN-HABITAT Regional Office, is responsible for coordination and cooperation within the United Nations System and Inter-Agency Affairs, including collaboration with other United Nations bodies, funds and programmes in the implementation of the Habitat agenda, and relevant targets of the Millennium Development Goals, liaison and cooperation with all development partners, liaison and cooperation with Habitat partners, including the civil society, the private sector, foundations, academic institutions, research centers and others.

As stated above the office has heavy responsibilities to represent UN-HABITAT in the country level with governmental and interagency environments. As such, the office has not been able to focus on its outreach to its HABITAT Agenda throughout the country to the degree to which it wants. Therefore, the JPO assigned to UN-HABITAT besides providing support to governmental and interagency activities. A key component of his/her work will be to assist HPM and build relationships with all development partners and Habitat Partners. The JPO will also work to promote awareness of the activities of UN-HABITAT agenda at the regional and country levels. The Post is located in Phnom Penh, Cambodia. This position works with organizations at every level, including all spheres of government, civil society and the private sector to help build, manage, plan and finance sustainable urban development.

In accordance to the above mission, the UN-HABITAT Cambodia Office needs more human resources, i.e. Junior Program Officer (JPO) to promote the UN-HABITAT agenda, policies and programs to all stakeholders, particularly to United Nations organizations and development agencies, donors in order to strengthen policy dialogue and to mobilize political and financial support for UN-HABITAT activities.

**DUTIES AND RESPONSIBILITIES**

Under the overall supervision of the Regional Director, Human Settlements Officer (HSO) and the direct supervision of Habitat Programme Manager, the JPO will support Habitat Cambodia's

work. He or she would work closely with the HSOs at regional and BKK offices, Chief Technical Advisor, and HPM to undertake the below tasks:

- Day to day support to HPM inter alia drafting, reporting, participating in meetings and ensuring follow-up and accompanying UN-HABITAT missions.
- Assists in the preparation and formulation of project documents and work plans required for the implementation of the Country Programme, including project documents, progress reports, work plans and budgets;
- Facilitates the work of consultants, advisers and experts and establishes and maintains collaborative relationships with counterparts in government, multilateral and bilateral donor agencies and civil society to address emerging issues relating to urbanization.
- Mobilizes funding for UN-HABITAT from all donors and coordinates UN-HABITAT inputs regarding matters related to funding requests.
- Provides backstopping and monitoring for on-going projects and support project activities as necessary;
- Assists in the preparation of regular correspondence with Habitat headquarters, regional and BKK offices, and executive agencies, and Government authorities on program and project proposals, resource mobilization, M&E, and reporting;
- Assists advocacy and resource mobilization efforts of the Country Office by preparing relevant documentation, i.e. project summaries, conference papers, speeches, donor profiles and participating in donor meetings and public information events.
- Where appropriate, play a co-ordination role for urban sector, by liaising, governments, donors and programmes active in urban sector and link with the Cambodian Urban Forum, Slum Upgrading Forum and any other relevant platforms;
- Disseminates information including the Campaign materials, Habitat publications and global commitments and decisions on human settlements issues conjunction with the Information Office;
- Coordinates and provide information and materials for partners to organize the World Habitat Day event and participate in World Urban Forums.
- Follow-up with Programmes and Projects to ensure that reports and records are of the required standard and are prepared and submitted in time;
- Assists, where necessary, UN-HABITAT supported Programmes/Projects with recruitment and procurement.
- Participate on behalf of Habitat in relevant working groups;
- Performs other duties as assigned.

## Learning expectations

Upon completion of the two-year assignment, the JPO should:

- Have a comprehensive understanding of the development assistance framework of the United Nations, UN-HABITAT and Cambodia, both in terms of its substantive objectives and the operational aspects of those assistance frameworks.
- Be able to use the acquired skills, including the drafting of project proposals, etc. in subsequent assignments within the development community or within relevant government agencies and ministries.

## **QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED**

- Advanced University Degree in social sciences, public/business administration and management or international relations.
- 1 to 2 years relevant work experience in an international environment and in a developing country;
- Key competencies of the assignment: a good understanding of Cambodia context and current development issues, in particular issues related to urban management, poverty alleviation and any other human settlement related issues.
- Written and spoken working knowledge of English. Ability to write clearly and concisely (Knowledge of Khmer is desirable);
- Good IT skills, including word processing, spreadsheets and internet.
- Evidence of ability to think strategically, to express ideas clearly, to work independently and in team and to demonstrate a sense of self-assuredness combined with cultural and gender sensitivity.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members of different national and cultural backgrounds

## **SUPERVISION**

The Supervisor will:

- Provide the JPO a complete introduction to the work of UN-HABITAT and a comprehensive briefing on the functions and responsibilities of the post;
- Provide the JPO with the necessary facilities and services, such as office space, telephone and computer similar to those of other staff in comparable functions;
- Ensure that the JPO is given useful, substantive and challenging work that corresponds closely to the job description;
- Identify JPO training needs and encourage him/her to participate in career development activities such as training courses, conferences and seminars;
- Evaluate, jointly with the JPO, his/her development plans, results and outputs, learning objectives and career opportunities periodically.

**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 Fiji  
**LOCATION:** Suva, Fiji

**BACKGROUND AND JUSTIFICATION**

UN-Habitat is the coordinating agency within the United Nations System for human settlement activities and in collaboration with governments is responsible for promoting and consolidating collaboration with all partners, including local authorities, private and non-governmental organizations in the implementation of the Sustainable Development Goals (SDGs), in particular, Goal 11 of “Making cities and human settlements inclusive, safe, resilient and sustainable”, as well as the task manager of the human settlements chapter of Agenda 21 and focal point for the monitoring, evaluation and implementation of the New Urban Agenda adopted during the United Nations Conference on Housing and Sustainable Urban Development (Habitat III), in Quito, Ecuador 2016.

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 UN-Habitat’s mandate. 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 Fiji with technical assistance on issues related to disaster risk reduction, climate change, and informal settlements upgrading. Fiji is further the hub for UN-Habitat’s Pacific programme with technical assistance provided to Kiribati, Samoa, Solomon Islands, Tuvalu, Vanuatu. Further partnerships with members of the Council of Regional Organizations in the Pacific (CROP Agencies) and UN-Agencies in support of the Pacific New Urban Agenda are coordinated from Fiji.

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

Under the direct supervision of the Chief Technical Advisor, the Junior Programme Officer will be required to perform the following duties and responsibilities:

- Familiarise him/herself with the mandate of UN-Habitat and UN rules and regulations
- Study ongoing programmes and initiatives; prepare related project proposals; explore funding sources and implementation mechanisms, and represent as appropriate vis-à-vis development partners.
- Support the implementation of projects and programmes
- Participate in activities related to the Sustainable Development Goals (SDGs) 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.
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- **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 Programme Management Officer (Human Settlements), based in the Regional Office for Asia and the Pacific will be the first reporting officer for the JPO who will also provide overall guidance on working in UN-Habitat and on regional issues on sustainable urban development in Asia-Pacific. Project specific supervision will be provided by the Chief Technical Advisor or Project Managers.