

REGIONAL OFFICE FOR ASIA AND THE PACIFIC

TERMS OF REFERENCE

JUNIOR PROFESSIONAL OFFICER (JPO)

Position: Junior Professional Officer

Section: Regional office for Asia and the Pacific/ UN-Habitat Lao PDR

Location: Vientiane, Lao PDR (subject to COVID-19 travel rules)

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, land management, disaster risk reduction and response, climate change adaptation, including community and urban systems resilience, climate change mitigation, including the development of Low Emission Development Strategies and WASH-related infrastructure and services.

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. Programme Development:

- Familiarize 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.
- Support the overall development, updating, implementation and monitoring of UN-Habitat's country programme through the Habitat Country Programme Document, the National Urban Forum and related processes and the support to the implementation and monitoring the urban and human settlements dimensions of the United Nations Sustainable Development Country Framework. Doing so requires the active coordination with government representatives and a wide range of other 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 in 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, EXPERIENCE AND COMPETENCIES REQUIRED

Education

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.

Work Experience

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.

Languages

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.